

REQUEST FOR ADVANCE

Employee Code	Name	Designation	Department/Project	eTicket Number
ADVANCE REQUIRED	PURPOSE			

I hereby certify that no advance / Rs. _____ is outstanding in my name as on date and the bills are under process.

Signature of Requester

Recommendation by the Head

Date: _____

SIGNATURE
(Head, Department/School/Centre/Unit/Project)

SANCTIONING AUTHORITY

<p>Advanced amount less than Rs. 1,00,000/- (For purchase, travel & Institute Expenses.) Advance Approved subject to verification of advance already standing in the name of employee by the Finance Section.</p> <p>Date : _____ (Sanctioning Authority) Deputy Director/Registrar</p>	<p>Advanced amount more than Rs. 1,00,000/- (For purchase, travel, Institute Expenses & for all amount for any other special advance) Advance Approved subject to verification of advance already standing in the name of employee by the Finance Section.</p> <p>Date : _____ (Sanctioning Authority) DIRECTOR</p>
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Note/Checklist:

1. Please attach the copy of Travel authorization or copy of purchase indent for request for advance.
2. A scan copy of the original documents (*converted to a single pdf after verification by the head & Sanctioning Authority*) to be submitted to THAPAR ONLINE SUPPORT SYSTEM at <https://eticket.thapar.edu>.
3. After Creating the Online request (*eTicket*), send the Original Advance Form & Purchase Indent to the Finance Section through your Department/School/Centre/Section/Unit. No Xerox copy will be accepted. eTicket number should be mentioned on the **ADVANCE FORM**.