

NITIE, Mumbai – 400 087

Date: _____

REQUISITION FOR GRANT OF ADVANCE

(Other than T.A. Advance)

Please give me an advance of Rs. _____ (Rupees _____

 for _____

I undertake to submit the account of expenditure of this advance on or before

The following advances are pending against me.

1. _____ 3. _____
 2. _____ 4. _____

Account Code	Budget Head/ Description	Rs.	Ps.	Sanction No.

The above advance of Rs. _____ may be given.

Signature of the Officer/ Staff Member

Name : _____

Designation: _____

Director

Registrar

(for use in Accounts Section)

Transaction	Cash 1		Cheque 2		Voucher No.
	Payment type	Misc M	Emp-Adv E	Sup-Adv S	Cap-Exp C

Checked and admitted for Rs. _____ Entries have been made at
 Folio _____ of _____ Ledger _____
 Pay to _____

Asst. A/cs Supdt. (A/cs) ACO DR (A/cs) DR (Audit) Registrar /Director

Received Payment