



NATIONAL INSTITUTE OF TECHNOLOGY PATNA

(An Institute under Ministry of HRD, Govt. of India, New Delhi)

ASHOK RAJPATH, PATNA-800 005 (BIHAR)

Application Form for advance

01. Name of Employee :.....
02. Designation :.....
03. Department :.....
04. Purpose of advance :.....
:.....
05. Required Amount :.....
- (In Words) -.....

(Signature of Applicant)

Recommended By -

(Signature of Head/Officer)

Approved By –

Director

Note:-

01. Total expenditure should not be exceeded against the total advance in any case. If expenditure is exceeded against total advance than approval of excess expenditure is required from competent authority before submitting of adjustment vouchers in Registrar office otherwise excess payment will not be considered for reimbursement in any case by accounts section.
02. Adjustment bill/vouchers should be submitted in Registrar office within 15 days from the date of receipt of the advance after making necessary stock entry in stock register. However in special case, it should be submitted within one month from the date of receipt of the advance.
03. In case of any event like seminar, workshop, convocation, short term course etc. it should be submitted within 15 days from the date of closure of event.
04. If advance is not adjusted within stipulated time than interest (**GPF rate+2%**) will be charged on entire advance amount and whole amount including interest will be deducted from salary of concerned person in succeeding month.
05. All vouchers/bills should be enclosed in original shape and "**paid and verified by me**" should be clearly mentioned on the every bills/vouchers. Rough paper/estimate/ plain paper will not be considered for adjustment instead of original bills/vouchers.
06. Travelling bill/fuel bill/ local transport bill will not be considered against advance. It should be submitted with proper format for reimbursement in registrar office separately.