INDIAN INSTITUTE OF PETROLEUM AND ENERGY

FORM FOR EMPLOYEE ADVANCE FOR ALL PURPPOSES (OTHER THAN LTC)

|  |  |  |
| --- | --- | --- |
| 1 | Name of Applicant, Designation & Department/Section |  |
| 2 | Present Basic Pay & Pay Level |  |
| 3 | Purpose for which the advance is needed |  |
| 4 | Amount of advance required |  |
| 5 | Budgetary Head (Institute/Project, in case of Project mention Project Number) |  |
| 6 | In case of **Tour**, the following information may be furnished |  |
| (a) | Air/ Rail/ Road fare (outward and inward) |  |
| (b) | Station to be visited and period of halt at each station |  |
| (c) | Duration of Journey |  |
| (d) | Daily allowance entitled: Journey Period: Halt Period:  Total: |  |
| (e) | Total TA/DA due |  |
| (f) | Advance admitted (Limited to 90%) |  |
| 7 | Approval of the Competent Authority (Copy to be enclosed) |  |
| **CERTIFICATE**   1. Certified that no advance is outstanding against me from Institute/Project Head. 2. Certified that adjustment bill for the present advance will be submitted after completion of the job work within 15 days.   **Date: Signature of the Applicant** | | |
| **FOR OFFICE USE ONLY**   1. Certified that no advance is outstanding against the applicant. 2. The proposed advance of Rs. ……………………………………… may please be approved / sanctioned.   **Dealing Asst. Supdt (Accts)**  **Approved /Sanctioned**  **Registrar / Director** | | |
| **Passed for Payment of Rs. …………………………………………**  **Dealing Asst Supdt (Accts) Registrar** | | |
| Cash/Bank Vr. No ……………… Cheque No…………………….. Date ……………………………. | | |