**jk"Vªh; izkS|ksfxdh laLFkku]mÙkjk[k.M**

**NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND**

lanHkZ la[;k@Ref.No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_fnukad@Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **vfxze@vxznk; izi= (ADVANCE/IMPREST FORM)**

**vfxze(ADVANCE) vxznk;(IMPREST)**

**uke@**NAME**:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**inuke@**DESIGNATION:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **foHkkx@vuqHkkx**DEPTT./SECTION:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**mís’; vkSj vkSfpR;@**PURPOSE & JUSTIFICATION: - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**jkf’k@**AMOUNT **`** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (**’kCnksa esa@** IN WORDS)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**dksbZ iwoZ cdk;k vfxze@**Any Earlier Outstanding Advances :- Yes/**gk¡** No/**ugha**

**(tks ykxw gks ml ij lgh dk fu’kku yxk,a@Tick whichever is applicable)**

**;fn gka] rks fuiVku u djus dk dkj.k crk,a@**If yes, state reason for non-settlement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**fVIi.kh@Note:** **eSa opu nsrk gw¡ fd vfxze jkf’k dks dsoy Åij crk, x, mís’; ds fy, [kpZ d:¡xk vkSj vfxze izkfIr ds 15 fnuksa ds Hkhrj mldk fuiVku d:¡xk@**I undertake to spend the advance only for the purpose mentioned above and settle the advance within 15 days of receipt.

**deZpkjh ds gLrk{kj**

**Signature of Employee**

# foHkkxk/;{k@vuqHkkx izeq[k@leUo;d ds gLrk{kj ­­­­­­­­­­­­­­­­

# Signature of HoD/Section Head/ Coordinator

#

**¼dsoy dk;kZy; iz;ksx gsrq½ (For Office Use Only)**

* **foRrh; o"kZ@**Financial Year 20\_\_\_\_-\_\_\_\_ **ctV en@**Budget Head\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Hkqxrku gsrq :i;s@**Passed for \_\_\_\_\_\_\_\_\_\_\_\_\_\_(**’kCnksa esa@**in Words) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**dk;Z lgk;d¼ys[kk½ v/kh{kd ¼ys[kk½ lgk;d dqylfpo ¼ys[kk½**

**Dealing Assistant (A/c) Superintendent (A/c) Assistant Registrar (A/c)**

**foHkkxk/;{k@vuqHkkx izeq[k vf/k"Bkrk@dqylfpo vuqeksfnr** /**vuuqeksfnr**

**HoD/Associate Dean Dean/Registrar**  **Approved** / **Not Approved**

 **funs’kd@DIRECTOR**