

PUNJAB TECHNICAL UNIVERSITY
REQUEST FOR ISSUE OF ADVANCE



1. NAME OF EMPLOYEE : Designation.....
2. DEPARTMENT : Section /Branch.....
3. PURPOSE OF ADVANCE :
4. AMOUNT OF ADVANCE : Budget Head.....
5. STATUS OF PREVIOUS ADVANCES if any (to be filled by claimant):

Advance No.	Dated	Amount	Purpose	Status	Amount	Balance Outstanding if any (Amt. in ₹)

6. Total Outstanding before issue of Current Advance.....
7. Total Advance including Current Advance.....
8. For Direct transfer to Bank Name Bank A/c No.....
- Bank IFS Code No.....
- (New Advance to be forwarded only if previous outstanding is adjusted or partially adjusted appx. 75%)

Signature of approving authority

Name :

Designation :

Remarks if any :

Signature of Claimant

Name :

Designation :

(FOR USE OF ACCOUNTS DEPARTMENT ONLY)

Status of previous Outstanding Advances (if any) :

Amount to be released ₹ :

Budget Head :

Account Head :

AR(F&A)

Sign. of Accounts Clerk

Approved/Not Approved/Partially Approved for ₹

Director Finance

Advance S. No. _____ dt _____ Entered in Register _____

Transferred to Above Bank Account with UTR No. _____ Rs. _____

Or Paid vide Cheque / DD No. _____ Dt. _____ for Rs. _____ of Bank _____

Signature of Accounts Clerk

AR(F&A)

Photocopy to be handedover to claimant for providing with adjustment voucher.