

**SANT LONGOWAL INSTITUTE OF ENGG.& TECH.,
LONGOWAL-148106**

(Deemed University under Govt. of India, Ministry of HRD)

APPLICATION FOR ADVANCE

1. Name & Designation: _____
2. Department/Section : _____
3. Purpose : _____
4. Estimated Expenditure:
 - (i) Travelling Fare Rs. _____
 - (ii) D.A for _____ (Days).Rs. _____
 - (iii) Purchases/clearance of documents through bank (tick one)
 - (iv) Other items Rs. _____Total (i+ii+iii+iv) Rs. _____
5. Amount of Advance required Rs. _____
6. Date by which payment is required _____
7. Date by which amount of advance will be submitted for adjustment _____
8. Chargeable Head of account: _____
9. Details of outstanding advance (s):

Sr. No.	Amount	Date	Purpose

Reasons for non-adjustment _____

I have read and admitted instructions for adjustment of advances given on the overleaf side of the proforma.

Recommendation

Signature of Applicant

HOD/Section In-charge

Approval of Competent Authority