

**संत लौंगोवाल अभियांत्रिकी एवम् प्रौद्योगिकी संस्थान,
SANT LONGOWAL INSTITUTE OF ENGINEERING & TECHNOLOGY,
लौंगोवाल, जिला - संगरूर (पंजाब) - 148106
LONGOWAL, SANGRUR (PUNJAB) - 148106
अग्रिम हेतु आवेदन / APPLICATION FOR ADVANCE**

- 01 नाम/पदनाम Name & Designation _____
- 02 विभाग Department _____
- 03 उद्देश्य Purpose _____
- 04 अनुमानित व्यय Estimated Expenditure : (i) अनुमन्य यात्रा व्यय Travelling Fare रुपये Rs. _____
- (ii) दैनिक भत्ता D.A for _____ (दिन Days) रुपये Rs. _____
- (iii) बैंक दस्तावेज सम्बन्धित Purchases/clearance of documents through bank (tick one) _____
- (iv) अन्य मदें Other Items रुपये Rs. _____
- कुल योग Total (i + ii + iii + iv) रु Rs. _____
- 05 वांछित अग्रिम धनराशि Amount of advance required रुपये Rs. _____
- 06 अपेक्षित भुगतान तिथि Date by which payment is required _____
- 07 अग्रिम धनराशि के समायोजन की तिथि _Date by which amount of advance will be submitted for adjustment _____
- 08 लेखा मद Chargeable Head of account _____

09 अदत्त अग्रिमों का व्यौरा Details of outstanding advances (s) :			
क्र. संघ Sr.No.	धनराशि Amount	दिनांक Date	उद्देश्य Purpose

समायोजन न कराने का कारण Reasons for non-adjustment _____

मैंने पृष्ठ के पीछे दिये गये अनुदेशों का भली-भाँति अध्ययन/स्वीकार की लिया है।

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

संस्तुति/ Recommendation

विभागाध्यक्ष/अनुभाग अधिकारी /HOD Section In-charge

आवेदनकर्ता के हस्ताक्षर/
Signature of Applicant

सक्षम अधिकारी का अनुमोदन
Approval of competent authority

INSTRUCTIONS FOR ADJUSTEMENT OF ADVANCE

1. Account of advance with all related vouchers should be submitted by the Advance Holder through Head of the Department/Section In-charge by the date specified under Sr. 07, within 30 days to Deputy Registrar (A&A), whichever is earlier.
2. However, it will not be applicable in case of imprests (permanent advance) and letter of credits. Imprest should be closed at the end of Financial Year and fresh application for imprest may be sent at the beginning of the Financial Year. In case of letter of credit advance shall be adjusted, within a month of receipt of material/equipment/Advice from the bank positively.
3. Failure to comply with Sr. No. 1 & 2 above, will become a serious matter. The advance may be got adjusted against the salary of the defaulting advance holder, with penal interest for the period of delay as per norms.
4. Further advance may not be allowed if the account of the previous advance(s) has not be submitted in the Finance & Accounts Department, for adjustment.