**INDIAN INSTITUTE OF TECHNOLOGY (ISM)**



# DHANBAD

Admin. Deptt. : Project Account

**FORM OF STAFF ADVANCE FOR ALL PURPOSES**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Name of applicant, Designation & Department/Section | | | | |  | | |
| 2 | Present Basic Pay { Pay Matrix Level) | | | | |  | | |
| 3 | Purpose for which the advance is needed | | | | |  | | |
| 4 | Amount of advance required | | | | |  | | |
| 5 | Budgetary Head | | | | |  | | |
| 6 | In case of tour the following information may be furnished | | | | |  | | |
| 6.a | Air/Rail/Road fare (outward and inward) | | | | |  | | |
| 6.b | Station to be visited and period of half at each station | | | | |  | | |
| 6.c | Duration of Journey | | | | |  | | |
| 6.d | Daily allowances entitled : Journey Period  Half Period:  TOTAL: | | | | |  | | |
| 6.e | Total TA/DA due (A + B) | | | | |  | | |
| 6.f | Advance admitted {limited to 90%) | | | | |  | | |
| 7 | Ref. ·No. of sanction of the competent authority {Copy to be enclosed and original sanction to be enclosed with the bill/ claim | | | | |  | | |
| CERTIFICATE  1. Certified that no advance is outstanding against me 2. Certified that adjustment bill for the present advance will be submitted after completion of the job work.   Date : APPLICANT’s SIGNATURE | | | | | | | | |
| 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 Asstt | | SO | | | | Asstt/ Dy Registrar (Project Acts) | | |
|  | | | | Approved/ Sanctioned  Registrar/ Dean(R&D)/ Dy. Director | | |  | |
|  | | | **Passed for Payment of Rs ……………………………….** | | | | |  |
| Dealing Asstt | | SO | | | | Asstt/ Dy Registrar (Project Acts) | | |
| Cash/ Bank Vr No …………….  Cheque No. …………………….  Date : …………………………. | | | | | Passed for Payment of Rs …………………………. Dated : …………………………  For Rs …………………………………  Signature | | | |