**Subject: REQUEST FOR ISSUANCE OF TEMPORARY ADVANCE**

Name of Employee/Faculty Member………….................……………..…………………………..

Designation.………………………………………….(Permanent/Temporary)……..….…..….…..

Department ....………………………………………Faculty………………...…………………….

Advance Amount Required **Rs.**…………………………Bank A/C #..............................................

Purpose of Advance:- ………………………………………………………………………………

 ……....................................................................................................................................................

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**Details of Outstanding Temporary Advances (if any) as per record of Treasury Branch**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Sr. #*** | ***Amount*** | ***Date*** | ***Purpose*** | ***Status(Pending)*** |
| ***1*** |  |  |  |  |
| ***2*** |  |  |  |  |
| ***3*** |  |  |  |  |
| ***4*** |  |  |  |  |
| ***5*** |  |  |  |  |

It is requested that temporary advance of **Rs…………………………** for the above said purpose may please be approved.

 **Applicant Signature**

*With Stamp*