



**NATIONAL INSTITUTE OF TECHNOLOGY  
GOA**

**FORM – ES / 03**

**APPLICATION FOR SANCTION OF CASH ADVANCE**

No. – NITG/.....

Date – ..... /..... /20.....

Name – Dr./Mr./Ms. ....

Emp. Code– .....

Department – ..... Designation – .....

Gr. Pay – Rs. ....

1. Amount of Advance requested - Rs. .... (Rupees ..... only)
2. Mode of receipt requested -  A/c Payee Cheque  Transfer to Salary A/c
3. Nature of Advance -  Official  Personal
4. If 'official', please categories -  Purchase  Travel  Other .....
5. If 'personal', please categories -  Medical  LTC  Other .....
6. Travel/Medical/LTC Order No.\* - NITG/....., dt. ....
7. Details of items to be purchased - .....
8. Status of previous advance, if any -  Adjusted  Bill submitted  Pending
9. Reason for pending advance - .....

I undertake to spend the advance only for the purpose mentioned above and submit the Adjustment Bill and/or settle the advance within 15 days of receipt.

\* NB - Please enclose a copy.

.....  
**Signature of the Employee**

Recommended for Approval

Approved

.....  
**Head of Department**

.....  
**Director**

Dealing Asst. (Cheque)

Please pay an amount as sanctioned above by the competent authority.

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**Registrar I/c**

Paid / Transferred by Cheque No. ....

Dated – ...../...../20.....

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**Supt./A.R. I/c (F&A) Registrar I/c Director**

Received payment by CHEQUE as mentioned above.

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**Signature of the Receiver**