



PTU

I.K GUJRAL PUNJAB TECHNICAL UNIVERSITY



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REQUEST FOR ISSUE OF ADVANCE

1. NAME OF EMPLOYEE.....DESIGNATION.....
2. DEPARTMENT.....SECTION/BRANCH.....
3. PURPOSE OF ADVANCE.....
4. AMOUNT OF ADVANCE.....BUDGET HEAD.....
5. STATUS OF PERVIOUS ADVANCE (to be filled by claimant):

Advance No	Dated	Purpose	Status	Amount	Balance outstanding if any(Amt in Rs)

6. Total Outstanding Before Issue of Current Advance.....
7. Total Advance including Current advance.....
8. For Direct transfer to Bank Name.....Account No.....Bank IFS Code No.....
9. (New Advance to be forwarded only if Previous outstanding is adjusted or partially adjusted appx 75%)

Signature of Approving Authority
 Name.....
 Designation.....
 Remarks If any.....

Signature of claimant
 Name.....
 Designation.....
 Remarks If any.....

(FOR USE OF ACCOUNT DEPARTMENT ONLY)

Status of previous Outstanding Advance (if any.....
 Amount to be Released.....
 Budget Head.....
 Account Head.....

Signature of Account clerk/SA

Approved/Not Approved/Partially Approved For Rs.....

Assistant Registrar

Deputy Registrar

Finance Officer