



INDIAN INSTITUTE OF PETROLEUM AND ENERGY

FORM FOR EMPLOYEE ADVANCE FOR ALL PURPOSES (OTHER THAN LTC)

1	Name of Applicant, Designation & Department/Section	
2	Present Basic Pay & Pay Level	
3	Purpose for which the advance is needed	
4	Amount of advance required	
5	Budgetary Head (Institute/Project, in case of Project mention Project Number)	
6	In case of Tour , the following information may be furnished	
(a)	Air/ Rail/ Road fare (outward and inward)	
(b)	Station to be visited and period of halt at each station	
(c)	Duration of Journey	
(d)	Daily allowance entitled: Journey Period: Halt Period: Total:	
(e)	Total TA/DA due	
(f)	Advance admitted (Limited to 90%)	
7	Approval of the Competent Authority (Copy to be enclosed)	

CERTIFICATE

- (i) Certified that no advance is outstanding against me from Institute/Project Head.
(ii) Certified that adjustment bill for the present advance will be submitted after completion of the job work within 15 days.

Date:

Signature of the Applicant

FOR OFFICE USE ONLY

- (i) Certified that no advance is outstanding against the applicant.
(ii) The proposed advance of Rs. may please be approved / sanctioned.

Dealing Asst.

Supdt (Accts)

Approved / Sanctioned

Registrar / Director

Passed for Payment of Rs.

Dealing Asst

Supdt (Accts)

Registrar

Cash/Bank Vr. No Cheque No..... Date