**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES & TECHNOLOGY**

*(An Institute of National Importance under the Government of India)*

Thituvananthapuram – 695 011, Kerala, India

**APPLICATION FOR ADVANCE**

 **PROJECT/LTC/TA/MISCELLANEOUS ADVANCE**

1. Name of employee :
2. Designation & Department :
3. Employee Code :
4. Purpose of taking Advance : (Please specify)
5. Amount of advance Required :
6. Balance of earlier advance remaining unsettled, if any. :
7. Justification for non-clearance of earlier advances, if any. :
8. Any other details :

SIGNATURE OF THE APPLICANT RECOMMENDED BY THE HOD

Date :

FOR USE IN ACCOUNTS DEPARTMENT

Passed for payment of Rs…………………….(Rupees )

|  |  |  |
| --- | --- | --- |
| Prepared by Checked by | Passed by | **Approved by** |
| Asst/OS AO | FA/CAO | **Director** |