

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
Asst/OS

Checked by
AO

Passed by
FA/CAO

**Approved by
Director**