

INDIAN MARITIME UNIVERSITY

(A Central University, Govt.of India)

HEADQUARTERS

TEMPORARY ADVANCE FORM

(For Advance other than Travelling Advance)

Date:

Name & Designation

Shri /Smt

Purpose of Advance

Previous Temp. Advance

Yes/No

Pending, if any

If Yes:

Amount:

Advance date:

Amount of Advance

required

I hereby declare that all previous advances have been settled by me and the amount taken now will be settled within 15 days.

Recommended by Reporting Officer

Signature of the Applicant

(Approval copy to be enclosed ,if already obtained Approval From VC/ Registrar)

Approved by

Sanctioned by(Finance & Accounts Section):

Finance Officer

DFO / DR (F&A)

For Accounts only:

Passed and paid

Advance amt. of : (Rupees)

Payment Vr.No. : Date:

Cheque/E-Cheque: Date:

Dealing Assistant

Checked by

In charge of Finance & Accounts