

Govt. Polytechnic College Nedumkandam
Request for Advance from PTA

Name and Designation of the Applicant e-mail:	
Amount Requested	
Brief Description of the Purpose	
Date	Signature of Applicant
<p>If amount is less than Rs 15,000/- , submit a parallel request for the same amount as advance from Government funds. A copy of the latter request shall be attached to this.</p> <p>If the amount is above Rs.15, 000/- , submit a copy of administrative sanction from the office for meeting the expenses from Government funds.</p>	
Justification/Urgency	
Signature of HOD /Higher authority	
Direction of the Principal	<p style="text-align: center;">Advance to be settled</p> <p>1. Against recoupment <input style="width: 50px; height: 20px;" type="checkbox"/></p> <p>2. As expense <input style="width: 50px; height: 20px;" type="checkbox"/></p>
Signature	
Section	
Received the Amount RS	

- NB:** 1) The officer taking advance shall submit the relevant bills, vouchers and balance amount if any, to the PTA immediately (in any case within three months after the purpose has been completed).
- 2) Advance will be sanctioned only in emergency situations.