

VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE
MATUNGA, MUMBAI 400 019

ADVANCE FORM
PLEASE ATTACH APPROVAL NOTE FOR TAKING ADVANCE

Date:

To,
The Director,
V.J.T.I., Matunga,
Mumbai 400 019.

Sir,

I Shri./Smt.....Department.....
Request you to sanction me an advance of Rs...../- (Rupees.....) for the
purpose of

Signature of Staff member

- 1.Certified that No previous amount of advance is outstanding against Shri / Smt.
.....
2.The advance now applied for may be sanctioned.
3.Debited to A/c.....

For Head of Department

Through, the Dean- Finance for Remark and Debit Account name

Dean-Finance

Condition: Advance will have to be settled within 8 days from completion of activity or maximum
within 01 month. If not settled within the prescribed period, the advance amount will be recovered
from next month's salary.

Advance is sanctioned subject to above said condition/ not sanctioned

DIRECTOR

ENTERED ON:

- 1.Advance Reg. Pg. No.....Entry No.....Date.....
2.Budget Register Pg. No..... 3. Passed for payment Rs.....

Bill Clerk

ACCOUNTS OFFICER

DIRECTOR

Received an Advance Rs.....(Rupees.....)

For a work detailed above. I shall account for and repay the balance if any., tomorrow before noon.

Signature of the staff member