



NATIONAL INSTITUTE OF TECHNOLOGY  
ROURKELA

FORM – ES / 02

APPLICATION FOR SANCTION OF CASH ADVANCE \*

No. – NITR/.....

Date – ..... /..... /20.....

Name – Dr./Mr./Ms.

Emp. Code–

Department –

Designation –

Gr. Pay – ₹

- Budget ID of Account [mandatory] - PE / NE
- Purpose of Advance\* -  
*(\* In case of advance for Conference/Training, etc. use Form – ES / 03, for other official tours use Form – ES / 04, for LTC use Form – ES / 07.)*
- Estimate of Expenditure - ₹  
- ₹  
- ₹  
- ₹  
TOTAL ESTIMATE - ₹
- Amount of Advance requested - ₹
- Mode of receipt requested - Transfer to Salary A/c A/c Payee Cheque
- Status of previous advance, if any - Adjusted Bill submitted Pending
- Reason for pending advance -

I undertake to spend the advance only for the purpose mentioned above and submit the Adjustment Bill and/or settle the advance within 15 days of receipt.

.....  
**Signature of the Employee**

Approved / Recommended \*\* for ₹  
(From the A/c No. mentioned at item 1, above.)

Approved as recommended.

.....  
**HOD / HOC / PIC**

.....  
**Dean ( ) / Director**

Amount may please be entered in the Advance Register, and paid/transferred as approved above.

.....  
**Asst./Dy. Registrar (FA)**

Entered at Page No. - ....., Sl. No. - .....

.....  
**Accountant**

.....  
**Superintendent**

Paid / Transferred by Cheque No. ....  
Dated – ...../...../20.....

Received Advance by A/c Payee Cheque as mentioned above.

.....  
**DA (Cheque)**

.....  
**Superintendent**

.....  
**Signature of the Receiver**

\*\* IMPORTANT – Please forward to F&A Office if approved, or directly forward this Form to the competent authority if recommended for approval