



12. Amount of advance required :

I declare that the particulars furnished above are true and correct to the best of my knowledge. I undertake to produce the tickets for the outward journey within Ten days of receipt of advance.

In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipt of advance, I undertake to refund the entire amount of advance drawn for the purpose.

Signature

**CHECK-LIST**

1. Particulars in Columns 1 to 6 verified \_\_\_\_\_
2. Amount entitled for reimbursement \_\_\_\_\_
3. Advance admissible (90% of amount of in 2)  
Advance of Rs. \_\_\_\_\_ may be  
Sanctioned \_\_\_\_\_
4. The Nature and period of leave sanctioned \_\_\_\_\_

Dealing Assistant

**APO (Admin)**

A.O.-III (Admin)

FIC – Faculty Affairs

**Pay Order**

Pay Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

Dealing Assistant

AO

DCA

FO

**Receipt**

Received Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)

Vide cheque No. \_\_\_\_\_ Date \_\_\_\_\_

Date : \_\_\_\_\_

Signature of the Employee

Designation: