



**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 – Rs. ....

1. Budget ID of Account [mandatory] - PE / NE .....

2. 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.)

3. Estimate of Expenditure - ..... Rs. ....  
..... Rs. ....  
..... Rs. ....  
..... Rs. ....  
TOTAL ESTIMATE Rs. ....

4. Amount of Advance requested - Rs. ....

5. Mode of receipt requested - ☐ Transfer to Salary A/c ☐ A/c Payee Cheque

6. Status of previous advance, if any - ☐ Adjusted ☐ Bill submitted ☐ Pending

7. 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 Rs. ....  
(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. Registrar (FA)**

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

.....  
**Accountant**

.....  
**Superintendent**

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

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

.....  
**Superintendent**

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

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