



# Birla Institute of Technology & Science, Pilani

Hyderabad Campus

## APPLICATION FOR ADVANCE

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

1. Name: \_\_\_\_\_ 2. PSRN: \_\_\_\_\_  
 3. Designation: \_\_\_\_\_ 4. Div/Unit: \_\_\_\_\_  
 5. Amount Requested : (In figures) \_\_\_\_\_  
 : (In words) \_\_\_\_\_

6. Purpose: Tick (√) appropriate item and give details below:

Purchase       Repair       TA/DA       LTC

Other (Specify) \_\_\_\_\_

7. Position on previous advances: Tick (√) appropriate item:

Not applicable (All previous advances cleared / None taken)

Amount submitted on \_\_\_\_\_  
 (Advance taken Rs. \_\_\_\_\_ : Amount spent Rs. \_\_\_\_\_)

Advance of Rs. \_\_\_\_\_ taken on \_\_\_\_\_. Yet to be accounted for.

Account of the advance now requested will be submitted within a week after completion of the task. Expected date of completion of the task is \_\_\_\_\_.

Signature of the Applicant: \_\_\_\_\_

**Note: Any balance of advance left after completion of the task for which advance was taken has to be immediately deposited back in the Institute.**

Forwarded and recommended

\* \_\_\_\_\_ Controlling Officer \_\_\_\_\_

\* To be also forwarded by

- (i) Registrar in case of Advances for House Loan, Computer Loan, Vehicle Loan, LTC  
 (ii) Officer deputing the staff for duty in case of Advance for TA/DA  
 (iii) Dean EDD in case of faculty going for conferences

**Budget Officer**

Please pay advance of Rs. \_\_\_\_\_

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

Dean, Administration  
**BITS Pilani Hyderabad Campus**  
 Jawahar Nagar, Shameerpet Mandal  
 Ranga Reddy District  
 Hyderabad - 500 078 (Telangana)

For use in the Accounts Office