

Date: _____

The Director
International Institute for Population Sciences,
Deonar, Mumbai – 400088.

TEMPORARY ADVANCE REQUEST FORM

Name of Employee : _____

Designation of employee : _____

Department / Section : _____

Advance Amount Required : Rs. _____ (In word: _____)

Purpose of Advance : _____

Any previous Advance is unsettled: Yes / No

If Yes, Provide details : _____

DECLARATION

I hereby declare that I shall settle the advance paid amount within the next **Fifteen days** from date of advance receipt by producing the vouchers, cash memos etc. In case, I could not utilize the advance amount for the purpose mentioned above, I shall return the amount immediately. I also declare that If I fail to settle the advance within Fifteen days, the Advance paid amount to me can be recovered from my forthcoming salary or from the any payment which is payable to me with interest @2% over the interest rate allowed on Provident Fund.

Signature & Date of Applicant

Signature & Date of Head of Department

Director & Sr. Professor

Advance Approved for Rs. : _____ (Rupees _____)

Mode of Payment: Cash / Bank Transfer / Cheque / NEFT (or) RTGS

Assistant Finance Officer

Advance Received

Sign and Date of Receiver