



**Rajiv Gandhi Institute of Petroleum Technology
Rae Bareilly**

REQUEST FOR ADVANCE

**Travel / Research / National & International Conference / Seminar / Postage & Courier/
Sports & Cultural Activity/ Recruitments (Teaching & Non-Teaching) / Other Advance**
(ATTACH PHOTOCOPY OF THIS FORM AT THE TIME OF SETTLEMENT OF ADVANCE)

SECTION A - APPLICANT'S INFORMATION

1)	Name	
2)	Employee Code No.	
3)	Designation	
4)	Department/Centre/ Section	
4)	Faculty / Staff / Other	
5)	Mobile No.	

SECTION B - AMOUNT & TYPE OF ADVANCE (Please check one box)

i) Total amount of Advance: ₹ _____ (word) _____

- a) *Travel b) Research c) Conference (National & International)
d) Postage & Courier e) Sports Activity f) Cultural Activity
g) Recruitments (Teaching & Non Teaching) h) **LTC Advance i) Medical Advance
j) Other Advance

*If the advance is for travel, please indicate the following:

SECTION C - Travel Advance only (This section is for planning purpose only)

Sl.No.	Head	Particular	Amount (₹)
1)	Fare (Air/Train/Bus/Steamer)		
2)	Lodging		
3)	Ground Transportation		
4)	Program Expenses / Registration Fee		
5)	Daily Allowance (as per entitlement)		
6)	Other		
		Total Estimate	

Contd.....2/.

SECTION D – Purpose (Attach copy of approval for Seminar/Workshop/Literature/Details of Conference or Other)

- a) Travel Destination **or** Name of Seminar/Conference/Project: _____

- b) Date of Departure **or** Start Date of Seminar/Conference/Project: _____
- c) Date of Return **or** End Date of Seminar/Conference/Project: _____
- d) Purpose of Travel **or** Purpose of Seminar/Conference/Project: _____

If the purpose of advance is other than travel, please explain: _____

Date.....
----- Signature of Applicant -----

Recommendation of the Head of Department

Head of the Department / Centre / Section

Approved by the Director

- Note:**
- i) Travel & LTC Advance must be reconciled within 30 days of the Date of Return. If not, penal interest at 2% over GPF interest on the entire advance from the date of drawal will be charged.
 - ii) Medical Advance should be accompanied by necessary certificate from Medical Officer / Specialist indicating the duration of treatment and the anticipated cost thereof, under the rules.
 - iii) ** Upto 90% of the fare can be taken. The official should furnish estimated amount of Air/Railway/Bus fare **or** should furnish Air/Railway Ticket No., PNR No. etc.
 - iv) No new advance will be issued until all open advances are cleared.
 - v) Application may not be considered if it is incomplete or does not have required enclosures.
 - vi) Cash Advance may be given upto the limit of ₹1000.00 only.
 - vii) If required, attached extra sheets for brief description