



**JAWAHARLAL NEHRU CENTRE FOR ADVANCED SCIENTIFIC RESEARCH  
JAKKUR P.O., BANGALORE : 560 064.**

**FORM – ES / 03**

**APPLICATION FOR SANCTION OF ADVANCE**

No. – JNC/..... Date – ..... /..... /20.....

Name – Prof./Dr./Mr./Ms..... Staff Code – ..... Debit Head - .....

Unit/Office – ..... Designation – ..... GP/AGP – Rs.....

1. Amount of Advance requested - Rs. .... (Rupees ..... only)
2. Mode of receipt requested - .....
3. Nature of Advance -  Official  Personal
4. If 'official', please categories -  Purchase  Travel  Other .....
5. If 'personal', please categories -  Medical  Other .....
6. Travel/Medical/ Order No.\* - JNC/AO/....., dt. ....
7. Details of items to be purchased - .....
8. Status of previous advance, if any -  Adjusted  Bill submitted  Pending
9. 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.

\* NB - Please enclose a copy.

.....  
**Signature of the Staff**

Recommended for Approval

Approved

.....  
**Head of the Unit/Office**

.....  
**Administrative Officer / President**

The above mentioned amount is entered in the advance register vide pg. no. .... & sl. no. ....

Paid through RTGS/NEFT/ECS vide batch No. ....  
for Rs. .... dated – ..... /..... /20.....

.....  
**Acct. Asst. Jr. Acct. Officer Accounts Officer**

.....  
**Acct. Asst. Jr. Acct. Officer Accounts Officer**