



**राष्ट्रीय प्रौद्योगिकी संस्थान नागालैंड**  
**NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND**  
(An Institute of National Importance under MOE, Govt of India)  
**Chumukedima, Nagaland-797103**

**ADVANCE REQUEST FORM**  
(Other than LTC/CPDA/TA)

1. Name of the Employee :
2. Designation & Department :
3. Whether Permanent/Contract :
4. Pay Scale :
5. Advance Amount :
6. Purpose of Advance :
7. Date of Previous Advance Settled :

Date: .....

(Name & Signature of Employee)

Forwarded by

(Head of the Department)

**Note:**

1. The adjustment bill, along with balance amount if any, shall be submitted by the Government servant within **15 days** of the drawal of advance, failing which the advance or balance amount shall be recovered from his/her next month's salary.
2. Advance will not be sanctioned to the employee, unless the previous advance is settled.
3. **Approval letter for the purpose has to be enclosed.**

Head of Account \_\_\_\_\_

**Assistant Registrar**

**Registrar**

Sanctioned/Not Sanctioned

**Director**