

**NATIONAL INSTITUTE OF TECHNOLOGY AGARTALA**  
 JIRANIA , BARJALA , AGARTALA , TRIPURA .PIN -799046  
**GENERAL ADVANCE REQUEST FORM (GARF)**

FORM -PPIM -11 /GARF<sup>11</sup>

1/2

1	<b>Name of the Applicant</b>			
2	<b>Designation of the Applicant</b>			
3	<b>Department/Section</b>			
4	<b>Email Id (official)</b>			
5	(i) Bank A/c no		(iii) IFSC Code	
	(ii) Branch Address		(iv) Bank Name	
6	<b>Purpose of advance</b> (Pls. tick the appropriate objective and briefly narrate the purpose)		<u>Objective:-</u> 1) Activity of the Dept./Lab/Section 2) Repair & Maintenance 3) Visit of External/Guest 4) Seminar/Symposium/Workshop 5) Attending conference/workshop (Abroad/Country) 5) Exam. related Activity 6) Sports and Cultural Activity 7) Activity of Hostels 8) Beautification 9) Security & Gardening 10) Research and Projects 11) Medical unit 12) Meeting /Video conferencing 13) Events /Celebration 14) Institute Affairs 15) Others (LTC/TADA etc.)  <u>Purpose:-</u>	
7	<b>Amount of advance required (Rs)</b>	Rs. Rupees		
8a)	<b>Details of any previous advance(s) which has not been submitted for adjustment</b>	Sl. no	Bill no & Date of advance drawn	Amount of advance (Rs)
				Purpose of advance
8(b)	<b>Reason for delay in submission</b>			
9	<b>I declare/certify that :-</b> 1. The above mentioned details are true to my belief and knowledge. 2. The advance is urgently required for the mentioned activity 3. Advance will be utilized as per mentioned purpose. 4. To follow the GFR ,other prevailing Financial rules , Govt. of India guidelines etc and I will submit the adjustment within 15 days from the release of advance in the prescribed format along with duly certified and signed original bills/ invoices /cash memos and vouchers and relevant documents.  Date: _____ Signature of the Applicant _____			
10	<b>Signature of the recommending Authority</b>		<b>Signature of the Applicant</b>	
			Dean/Registrar/HoD/HoC/Section In charge/Other	
11	<b>Signature of the Approving Authority (As per limit of sanction , as applicable)</b>			
			Registrar/Dean(P&D)/Dean(Sw)/Director I/c	

2/2

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2/2

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12	Any amount (May not be required if already accorded in pt. no.11 above)	Director
13	<b>Disbursement:-</b> <b>Source of Fund:-</b> Non Plan ( ) Plan -Recurring ( ) Sponsored Project ( ) TEQIP ( ) Others ( ) (Pls. specify others)  A/c head:	Advance of Rs. ----- (Rupees ----- ----- only)  disbursed vide Bill no: ----- dt:-----  and noted in Advance Register in Page -----  Dy. Register(Fin)/Asst. Register (Fin)

**\*\*\* EXCEPT LTC AND TA/DA ADVANCE OTHER ADVANCES TO BE SUBMITTED FOR ADJUSTMENT WITHIN 15 DAYS FROM THE DATE OF RELEASE OF ADVANCE**

2/2

(P.T.O.)