



**NATIONAL INSTITUTE OF TECHNOLOGY,**  
Tiruchirappalli, Tamil Nadu-620 015  
Web: [www.nitt.edu](http://www.nitt.edu)

---

**TEMPORARY ADVANCE REQUEST FORM**

Name of the Applicant & Staff No :  
Designation / Department :  
Amount Advance Required : ₹  
Purposes of Temporary Advance :  
(Original Approval of Sanction Order  
to be enclosed )  
Details of Previous Advance Pending :  
Expected Date of Settlement :

**Signature of the Applicant**

**Recommendation by the Controlling Authority**

(For Office Use)

Total Budget Approved by the Director :  
Details of Amount Already Sanctioned if any :  
Amount of Advance Earlier if Sanctioned :  
Whether Previous Advance Settlement if made (or) not :  
Reasons for in not settling the Previous Advance :  
Amount of Present Advance Applied :

**Asst**

**Supdt**

**Dy.Registrar (A/Cs)**

**Registrar**

**Director**