

Beant College of Engineering & Technology

(Established by Government of Punjab)

GURDASPUR (PUNJAB) 143521

Ref. No. _____

Date _____

Subject: Temporary Advance.

A sanction for Rs. _____ has been taken for the purpose of _____ on _____ (**Original copy of approved requisition enclosed**). It is requested that temporary advance of Rs. _____ may kindly be sanctioned in r/o my name for the execution of said work.

It is informed that I had already taken temporary advance of Rs. _____ through cheque no. _____ dated _____ for the purpose of _____ and bills for the adjustment of said advance has already been submitted vide ref. no. _____ dated _____. It is certified that the work related to the advance already taken is in progress and will get completed very soon and the bills for the adjustment of said advance will be submitted on or before _____.

It is for submitted that the adjustment of bills against the said advance will be submitted within 30 days from the date of issue of temporary advance.

Signature _____

Name _____

Designation _____

Recommendation of Deans/ HODs/Co-ordinators

Signature _____

Name _____

Designation _____

PRINCIPAL

Note : . If the officer/official is unable to submit the bills within stipulated period due to work in progress, Approval for Extension from the competent authority for the completion of work and submission of bills may kindly be taken and the same will be enclosed with the adjustment of the bills.