

12. Amount of advance required : Rs. _____ / -

I declare that the particulars furnished above are true and correct to the best of my knowledge, I undertake to produce the tickets for the outward journey within ten days of receipt of advance.

In the event of cancellation of the journey or if I fail to produce the tickets within ten days of receipt of advance. I undertake to refund the entire advance in one lumpsum.

Date: __ / __ / 20__

Full signature of the Employee

Place: NISER, Jatni

CHECK-LIST

1. Particulars in Columns 1 to 6 verified : Yes / No
2. Amount entitled for reimbursement : Rs. _____ /-
3. Advance admissible (90% of amount of Sl. No. 2):
4. Amount of advance sanctioned :
5. The Nature and period of leave sanctioned :

Dealing Assistant

APO(Admin/FA)

AO-III

Registrar /FIC (FA)

Pay Order

Pay Rs. _____ (Rupees _____)

Dealing Assistant

APO (F&A)

DCA

FO

Receipt

Received Rs. _____ (Rupees _____)

Vide cheque No. _____ Date _____

Date: _____

Signature of the Employee

Designation: