

Punjab Engineering College (Deemed to be University)

Request for Temporary Advance

Department _____ Department/Section/Project Code.

Name of Official who will draw the Advance Dr/Sh./Ms/ _____ Employee

Code _____ Advance Requested Rs. _____ (in words _____)

Particulars	Date of event/meeting/viva-voce etc.	Office order No. and Date

Please sanction above advance, the advance will be adjusted within one month from the date of its drawl. The payment above Rs. 5000/- will not be made in cash. The Govt. of India instructions will be followed.

**Signature of the Person
Who will draw advance**

**Signature of
(HOD)**