

FILM AND TELEVISION INSTITUTE OF INDIA

APPLICATION FOR CASH ADVANCE

1. Date :
2. Name & Designation of the Individual who wants Cash Advance :
3. Purpose for which the advance is required :
4. Amount of Advance required :
5. If the above advance is for local purchase, why the article cannot be purchased on credit :

Previous advance (Outstanding if any)

1. Amount :
2. Reason why amount is still outstanding :
3. From what date the advance is outstanding :
4. Order of Accounts Officer :

I hereby undertake to settle the account of this advance immediately after the work for which the advance is taken is over or within a week at the latest whichever is earlier, failing which the same may be recovered from my pay, which I shall be receiving after that date.

(Signature of the Individual)

Signature of the Section Head

Sanction of the Registrar / C. A. O / Academic
Co-ordinator / Dean (TV) / Director available

At file No.

Page No. / Notes / Corrs.

Passed for Rs. :

Received payment

(Accounts Officer)

Signature