



Your Dreams Our Goal
POORNIMA
UNIVERSITY

E7A

Member of Association of Indian Universities & Approved by UGC (Govt. of India) under 2(f) & 12(B)

CASH ADVANCE REQUISITION SLIP

Name: _____ Designation: _____ Date: _____
 Emp. Code: _____
 Department: _____ Faculty: _____

Norms of advance :

1). I will submit authentic bill for every expense carried out ; 2). The imprest will be adjusted before _____, if not settled within given time it may be transferred /treated as personal advance and may be deducted from salary

Sir, Kindly provide sum of Rs. _____ (in words) _____
 as an Advance against My: SALARY ACCOUNT IMPREST for the purpose of: _____

Signature of Applicant

Approved Rs. _____ (in words) _____ as an imprest, to be adjusted on or before _____ (Date)
CF & AO Registrar



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TRAVEL EXPENSES REPORT

Name of Faculty:-						1. Purpose of journey:-		
Department :-		Name:-				2. Permitted by:-		
		Designation:-				3. Journey Verified by:-		
		Employee Code:-				Signature:-		
(A) Details of Journey:-								
Departure;			Arrival			Mode & Class	Ticket/PNR No:	Amount (INR)
Date	Time	Station	Date	Time	Station			
							Total (A)	
(B) Halting Allowance / Hotel / Food Expenses:								
Station	Place of Stay		Rent DA	No of Days:	Amount (INR)			
							Total (B)	
(C) Local Conveyance & Other Charges:								Amount (INR)
1)								
2)								
3)								
4)								
5)								
6)								
7)								
8)								
9)								
10)								
							Total (C)	
I undertake & confirm that:						Grand Total (A+B+C)		
1. This bill has been prepared as per prevailing norms.						Advance taken on _____ Rs. _____ Net Amount Payable / Receivable _____ Approved for Rs. _____ In words: _____		
2. No claim for this bill has been made so far.								
3. Necessary details of expenses & purpose of journey is enclosed								
Signature of Claimant:- _____ Date:- _____						Authorised Signature: CF & AO		



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REQUEST FOR STAFF LOAN

To,
Registrar

Loan A/c Number:

Respected Sir/Ma'am,

Subject: Request for Staff Loan

With due respect, I request you to please sanction me a staff loan of Rs. _____ /- (_____ only). The required information is as under.

S.No.	Particular	Details
1.	Employee Number	
2.	Name of Employee	
3.	Designation	
4.	Date of Joining	
5.	Previously Loan availed	Rs.
6.	Previously Loan Adjusted on	
7.	Reason of Fresh Loan	
8.	Monthly Installment Amount	Rs.

I enclose a blank cheque number _____ drawn on _____ (Bank) duly signed by me to be kept by you as security till full adjustment of this loan.

Thanking you
Yours faithfully

(_____)
Signature with date

Recommendations

Recommended Staff loan of Rs. _____ /- _____ only) to Shri _____.

Signature with name & date

Society Office

Sanctioned Staff loan of Rs. _____ /- _____ only) to Shri _____, Repayable in _____ (nos) EMI of Rs. _____ each starting from salary of _____ (month). Obtain a PDC and keep on record.

Signature of Sanctioning Authority