Date:……………………

**APPLICATION FOR FUND AS ADVANCE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Name of the Employee** | : |  | | |
|  | **Designation** | : |  | | |
|  | **Department** | : |  | | |
|  | **Contact No** | : |  | | |
|  | **Name of Event for which fund is required** | : |  | | |
|  | **Date of the Event** | : |  | | |
|  | **Venue** | : |  | | |
|  | **Any Outstanding Amount (in Rs.)**  (List of events with amounts for which **Utilisation** has not yet been submitted) | : |  | | |
|  | **Budget (Heads)**  (Add/ Delete rows as per requirements) | | |  | **Amount (in Rs.)** |
|  | (a) | | | : |  |
|  | (b) | | | : |  |
|  | (c) | | | : |  |
|  | (d) | | | : |  |
|  | (e) | | | : |  |
|  | (f) | | | : |  |
|  | (g) | | | : |  |
|  | **Total Amount** | | | : |  |

I hereby certify that the I will (a) upload the images of the event in social media page of College (b) submit the utilisation report with original bills to the Accounts Section and (c) a report of the event to IQAC as per format within three (3) months of the event.

**Employee's Signature**

(With date)

**(For Office Use Only)**

Approved / Not Approved

Accountant

**Principal**

Cachar College, Silchar