

## Process of Advance for Institute Work

### 1) Advance for College work

- a) Up to Rs. 10,000/-
- b) Above Rs. 10,000/-

Submit Voucher Before 2 day  
Submit Voucher Before 4 day

With Permission

### A) Voucher

H. E. Society  
**Rajarambapu Institute of Technology. (UG) (2019-2020)**  
Rajaramnagar, Sakharale (Jalgaon), Tal. Wides, Dist. Sangli, PIN. 415414

To, **The DIRECTOR,**  
Rajarambapu Institute of Technology. (UG) (2019-2020)  
Please arrange for a NEFT/RTGS/D.D./Cheque/Cash of Rs.  
(In words Rs. )  
In favour of  
Bill No. Dated  
Particulars

Date :

**Specimen Copy**

The above amount is Debited / Credited to

INCHARGE HEAD OF DEPARTMENT Section Head Accounts Office  
Name :  
Cash Book No : DEPT Date :

### B) Permission Letter

Date: / / 2015

To,  
**Hon. Director**  
RIT, Rajaramnagar  
Through: Registrar/Dean/HOD/In Charge

**Subject : Permission for Advance**

Name of Applicant: -----Dept.-----

**Hon. Madam,**

With Reference to above subject I request you to permit Advance for Training / Conference / Meeting / Industrial Visit / Office Work----- at ----- Dt. / / 2015. I need Advance Rs,----- for above reason.

After Completion of work, I will submit all bills to account section for accounting process. I remember that if I am unable to clear my advance, I agree for deduct advance amount from my salary.

Thanking You,

Yours Faithfully,

**Specimen Copy**

(Name of Applicant)

Remark: -----  
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Signature of HOD/In Charge

Remark: -----  
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**Director**  
R.I.T.Rajaramnagar