



राष्ट्रीय प्रौद्योगिकी संस्थान नागालैंड
NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND
(An Institute of National Importance under Ministry of HRD, Govt of India)
Chumukedima, Dimapur
Nagaland-797 103

FORM - 7

ADVANCE REQUEST FORM

1. **Name of the Employee** :
2. **Designation & Department** :
3. **Whether Permanent/Contract** :
4. **Pay Scale** :
5. **Advance Amount** :
6. **Purpose of Advance** :
7. **Date of Previous Advance Settled** :

Note:

1. The adjustment bill, along with balance if any, shall be submitted by the government servant within **fifteen days** of the drawal of advance, failing which the advance or balance shall be recovered from his/her next salary(ies).
2. Advance will not given to the employee, unless his previous advance is settled.

Date:

(Signature)

Forwarded by

(Head of the Department)

(Registrar)

(Director)