

APPLICATION FOR GRANT OF CONTINGENT ADVANCE

(LOCAL CONVEYANCE EXPENSES IN CONNECTION WITH FIELD VISIT FOR OFFICIAL TOUR)

Date: _____

Name of the Budget (✓ Tick the appropriate box)

NIE PLAN BUDGET NIE PROJECT BUDGET _____
(If so, specify the Project Name)

Name of the Employee : _____

Designation : _____

Canara Bank Account No. : _____
(Enter full 13 digit Number)

Place of Tour : _____

Purpose of Journey : Official Non – Official Others _____

Local Field Visiting Dates : From _____ To _____
(On Tour)

No. of days field visit : _____
(With approx. km per day)

Whether Tour has been approved by : Yes No
Director, NIE?

If so, copy of approved Tour programme to be attached (Tour Approval form Signed by Principal) :

Contingent Advance (Approx.) required :

Rs. _____

Purpose of applying Contingent Advance: _____

Signature of the Claimant with Date : _____

Recommended by
(Section Head / P.I.) : _____

Name and Designation : _____

Director signature for approval : _____

