



FINANCE III (i)  
UNIVERSITY OF DELHI  
DELHI-110007

Fin.III(i)/155/DST/DBT/UGC-

Dated:

To,

.....  
.....  
.....  
.....

Dear sir/Madam,

In order to expedite the processing of request of advance for travel, all the Principal Investigators' are requested to kindly provide the information/details as per enclosed proforma.

Yours faithfully,

Joint Registrar (Finance)

## FORMAT FOR ADVANCE

<b>Name</b>	
<b>Designation</b>	
<b>Department</b>	
<b>Basic Pay</b>	
<b>Pay Level</b>	

**Details of tour programme:**

Date of outward journey	Date of departure from.....on.....	Date of arrival to.....on.....
Date of inward journey	Date of departure from.....on.....	Date of arrival to.....on.....

**Details of Tour Programme :** Order No.....dated.....issued with the permission of \_\_\_\_\_.

**Source of funding:** \_\_\_\_\_

Fare entitled Class	Outward	Inward	Total
Per diem			
Insurance/Visa Fees			

Advance applied for Rs.: \_\_\_\_\_

Advance admissible : 90%

Advance is admissible and is in order : \_\_\_\_\_

Enclose the copy of the permission.

**Principal Investigator**