



राष्ट्रीय प्रौद्योगिकी संस्थान मिजोरम  
**NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM**  
(An Institution of National Importance under the Ministry of Education, Govt. of India)  
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**Proforma For Recoverable Advance / Permanent Advance (Imprest)**  
**RECURRING GRANT**

REF. FILE No. \_\_\_\_\_

Date: \_\_\_\_\_

Name : \_\_\_\_\_

Designation: \_\_\_\_\_ Deptt.: \_\_\_\_\_

Amount ₹.: \_\_\_\_\_

Amount in word: Rupees \_\_\_\_\_ only.

Purpose: \_\_\_\_\_

Account Head of Expenditure: PLAN FUND: \_\_\_\_\_

Any Earlier Outstanding Advances: \_\_\_\_\_

Advance taken will be settled within \_\_\_\_\_ days.

Signature of Employees

Signature of HOD

(For Office Use Only)

Vr. No \_\_\_\_\_

Date: \_\_\_\_\_

Account Head to be Debited: **Recoverable Advance / Permanent Advance (Imprest)**

Balance (In case of Plan & Schemes): \_\_\_\_\_

Account Head of Expenditure: PLAN FUND

<b>Name of Account</b>	
<b>Account Number</b>	
<b>Major Head</b>	
<b>Sub-Head</b>	
<b>Description</b>	

**Recommended/ Not Recommended**

Accountant

Superintendent

Deputy Registrar

**Registrar**

**Director**