

GOVERNMENT ENGINEERING COLLEGE BARTONHILL, THIRUVANANTHAPURAM

Career Guidance and Placement Unit

Application for Advance/Settlement of CGPU fund for Activities /Department Share/ improvement of the facilities

1	Name of of Staff Member requesting fund/ advance				
2	Designation				
3	Department				
4	Brief Description of the purpose for which fund/advance is sought(use reverse of the sheet if needed)				
5	Amount required	Rs.			
6	Category	A. CGPU Activity	B. Office expense	B. Department share	C. Campus Improvement
7	Whether Advance or Settlement	Advance		Settlement	
8	For settlement, give CGPU file number related to the advance				
9	Balance remitted, if any A	Rs.		Receipt No.:	
10				Date :	
11					

Date :

Signature of staff member:

12. Recommendation of HoD/Supervisor/CGPU Coordinator

RECOMMENDED/ NOT RECOMMENDED

13. If not recommended, Reasons

14. Orders of Principal

: Sanctioned /Not Sanctioned Rs. _____/-

Signature of Principal

For CGPU Office Use only

Category	Cheque No & date	a. Amount Disbursed (Rs.)	Amount Received (Signature of recipient)
b. Amount Refunded (Rs.)	Receipt No. & Date	Amount Received (signature of CGPU staff)	Advance Settled : Signature of Treasurer

Note : The Advance taken shall be settled within two weeks of completion of activity

CGPU appreciates your efforts and support