



Indian Centre for Space Physics

[Autonomous Institute registered under Section 25, The Company Act 1956]
466 Barakhola, Singhabari Road, Netai Nagar, Kolkata - 700099 , West Bengal
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FINANCIAL APPROVAL FORM

Employee's Name: _____.

Designation: _____ Department: _____

Name of the Workshop: _____
(Related Document to be Attach)

Expected Expenses in detail (Submit the related documents):

Purpose	Cost
Travel Expenses	
Contingencies	
Food Expenses	
Total	

Grant Received (If any): _____

Is advance / Loan needed? : _____

(If yes then submit the related document)

Any Previous TA grants / Loan? :

Previous TA grants / Loan Details: (If you have any previous loan)

Loan Taken		Loan Repay		Balance
Date	Amount	Date	Amount	

Signature of Accountant/Office Assistant

Declaration for repay the sanctioned loan:

I _____ hereby declare that I will repay my loan within
_____ by_____.

Documents Attach:

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of Candidate

Recomendation by the Head of the Department/immediate in charge:

**Signature of the head of the department or
Immediate in charge**

Signature of the Financial officer

Signature of the in charge of Academic Affairs

N.B. Without Prior Application No Financial Approval given