



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान बरहमपुर
Indian Institute of Science Education and Research Berhampur
Established by the Ministry of Education, Govt. of India

Request for Advance of up to Rs.25,000/-

Account Head:

Date:

Institute A/c													
R & D Project No.													
Contingency		Consumables		Non- Consumables		Books		others					

1.	Name of the Employee	
2.	P F No & Designation	
3.	Advance Ref. No. & Date	
4.	Amount	
5.	Purpose	
6.	Payment in favour of	
7.	Payee's Bank A/c No.	

- ✓ I certify that the expense(s) are of ordinary in nature and necessary for the Institute.
- ✓ I will deposit unspent amount if any in **Institute's SBI i- collect** and settle the advance by submitting all original receipts (Tax Invoices) within fifteen days from the date of receipt of advance i.e. before Dt
- ✓ I will not apply second advance until the outstanding advance (first) has been cleared.
- ✓ I will sign all the bills and get it countersigned from my reporting officer.

Signature of the Employee drawing Advance	Forwarded by Section I/C/ PI / HOD	Recommended by DoFA/Dy. Registrar	Approved as per rules Registrar/Director
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For the use of F&A office only:

Passed for an Amount of Rs:	Rupees	
Assistant/Supdt.(F&A)/AR(F&A)	Internal Audit Officer	DR(F&A)/FO