

ONLY FOR IWD	भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान बरहमपुर Indian Institute of Science Education and Research Berhampur Established by the Ministry of HRD, Govt. of India											
	Request for Advance											

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 will not buy any item with this advance that violates the purchase procedure to be followed as per GFR 2017.
- ✓ 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 & Recommended by	Approved as per rules
	Section I/C/ PI / HOD	HOD/Registrar/Dean/Director

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