

**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 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 & 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