

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE- 247 667

Form: ADV

REQUEST FOR ADVANCE

(To attend Conf./Symp./Meeting/Field Work etc.)
(Please fill up in capital letters)

Employee No.

1. Name _____ 2. Designation _____ 3. Department _____ 4. Purpose of Advance _____ 5. Commercial Estimated Expenditure (i) T.A.(fare of entitled class): Rs. _____ (ii) D.A. for _____ Days: Rs. _____ (iii) Purchase/ clearance of : Rs. _____ (iv) Other items (specify): Rs. _____ Total Rs. _____ 6. Amount of advance required Rs. _____ (In words) Rupees _____ _____	8. Date by which amount of advance will be submitted for adjustment _____ 9. Name of the Project (if applicable) _____ _____ 10. Debitable grant/Project code _____ _____ 11. (a) Details of outstanding advance (s) : <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 10%;">S. No</th><th style="width: 40%;">Amount</th><th style="width: 20%;">Date</th><th style="width: 30%;">Purpose</th></tr></thead><tbody><tr><td style="height: 150px;"></td><td></td><td></td><td></td></tr></tbody></table> (b) Reason for non-adjustment:	S. No	Amount	Date	Purpose				
S. No	Amount	Date	Purpose						
7. Date by which cheque is required _____									

12. I have read and admitted instructions for adjustment of advance given on the reverse side of the proforma.

(Signature)

(Approval of competent Authority)

(Recommendation of the Head of the
Department/Section)

SPACE FOR ACCOUNT OFFICE

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INSTRUCTIONS FOR ADJUSTMENT OF ADVANCE

1. Account of advance with all related vouchers should be submitted through Head of the Department/Section by the date specified under sl. 8 or within 30 days to Accounts Office, whichever is earlier.

However, it will not be applicable in case of imprests (permanent advance) and letter of credits. Imprest should be closed at the end of financial year and fresh imprest may be applied in the beginning of the financial year. In case of letter of credit advance shall be adjusted within a month of receipt of material/equipment.

2. Failure to comply with (1) above is a serious matter. The advance may be adjusted against the salary of the employee with panal intrest for the period of delay as per norms.
3. Further advance may not be allowed if the amount of the previous advance (s) has not been submitted, for consideration of adjustment.