

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE

ROORKEE- 247 667

Form: ADV

Employee No.:					

REQUEST FOR ADVANCE
(Please fill up in capital letters)

<p>1. Name:</p> <p>2. Designation:</p> <p>3. Department:</p> <p>4. Advance against PO No:</p> <p>.....</p> <p>(a) Amount of Advance in INR:</p> <p>(b) Advanced against Bank Guarantee:</p> <p>.....</p> <p>5. Bank Guarantee Amount:</p> <p>6. Amount of advance required (In words) Rupees</p> <p>.....</p> <p>.....</p>	<p>8. Date by which amount of advance will be Submitted for adjustment:</p> <p>9. Name of the Project (if applicable):</p> <p>10. Debitable Grant/Project code:</p> <p>11. (a) Details of outstanding advance (s) :</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S. No</th> <th style="width: 30%;">Amount</th> <th style="width: 20%;">Date</th> <th style="width: 40%;">Purpose</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	S. No	Amount	Date	Purpose				
S. No	Amount	Date	Purpose						
<p>7. Date by which cheque is required: Payment to</p> <p>.....</p>	<p>(b) Reason for non-adjustment:</p>								

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

(Signature)

(Recommendation of the HOD in case of Plan Grant)

(Approval of competent Authority)

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 penal interest 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.