



INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE- 247 667

REQUEST FOR ADVANCE

1.	Name																									
2.	Employee No.																									
3.	Designation																									
4.	Department																									
5.	Purpose of advance																									
6.	Account booking code/ Budget code/ Project code																									
7.	Advanced against Bank Guarantee No.																									
8.	Bank guarantee amount																									
9.	To whom the advance amount is to be transferred Self/ Vendor- please mention details																									
10.	Amount of advance required	<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 5%;">i</td><td style="width: 65%;">T.A. /LTC/ Medical</td><td style="width: 30%;">-</td></tr><tr><td>ii</td><td>Imprest</td><td>-</td></tr><tr><td>iii</td><td>Conference, meeting, seminar etc.</td><td>-</td></tr><tr><td>iv</td><td>Official purchases except Letter of credit</td><td>-</td></tr><tr><td>v</td><td>Letter of credit/Wire transfer</td><td>-</td></tr><tr><td>vi</td><td>Any other</td><td></td></tr><tr><td colspan="2">Total:</td><td></td></tr><tr><td colspan="2" rowspan="8">In Word:</td><td></td></tr></table>	i	T.A. /LTC/ Medical	-	ii	Imprest	-	iii	Conference, meeting, seminar etc.	-	iv	Official purchases except Letter of credit	-	v	Letter of credit/Wire transfer	-	vi	Any other		Total:			In Word:		
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Total:																										
In Word:																										

UNDERTAKING:

I undertake:

1. To settle the advance within the prescribed time limit mentioned in instructions given below.
2. To authorize the Institute to deduct the same with applicable interest from my salary or any other payment due to me if the advance is not settled within the prescribed time limit.

INSTRUCTIONS FOR ADJUSTMENT OF ADVANCE

- (i) Account of advance with all related vouchers should be submitted through Head of the Department/Section within the time limit prescribed.

- (ii) Before giving second or further advances, the accounts office will check the status of previous unadjusted advances. The decision of the Dean Finance/ Higher authority regarding sanctioning / not sanctioning further advance will be final in this regard.
- (iii) Time limit for adjustment of advances:

S. No	Nature of Advance	Settlement to be done within
Personal nature of advances		
i.	TA	60 days of the completion of journey.
ii.	LTC	30 days of the completion of journey (if it is not settled than claim will be forfeited)
iii.	Medical treatment	30 days of the completion of treatment.
Officials nature of advances		
i.	Imprest	By 31 st March every year
ii.	Conference, meeting, seminar etc.	30 days of the completion of conference, meeting or seminar
iii.	Official purchases including letter of credit/wire transfer	30 days from the date of invoice/ bill/ wire transfer

(Signature)

(Recommendation of the head of the department)

Approval of Competent Authority

SPACE FOR FINANCE/SRIC/PAYING AUTHORITY