

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**  
**ROORKEE- 247 667**

Form: ADVANCE

**REQUEST FOR ADVANCE**

(To attend Conf./Symp./Meeting/Field Work etc.)

(Please fill up in capital letters)

Employee No.

|   |  |  |               |             |                |
|---|--|--|---------------|-------------|----------------|
| 1. Name_____                                  |  | 8. Date by which amount of advance will be submitted for adjustment_____ |               |             |                |
| 2. Designation_____                           |  | 9. Name of the Project (if applicable)                                   |               |             |                |
| 3. Department_____                            |  | 10. Debitable grant/Project code_____                                    |               |             |                |
| 4. Purpose of Advance_____                    |  |  |               |             |                |
| 5. Commercial Estimated Expenditure           |  | 11. (a) Details of outstanding advance (s) :                             |               |             |                |
| (i) T.A.(fare of entitled class):<br>Rs._____ |  | <b>Sr. No.</b>   | <b>Amount</b> | <b>Date</b> | <b>Purpose</b> |
| (ii) D.A. for _____Days:<br>Rs._____          |  |  |               |             |                |
| (iii) Purchase/ clearance of:<br>Rs._____     |  |  |               |             |                |
| (iv) Other items (specify):<br>Rs._____       |  |  |               |             |                |
| Total Rs._____                                |  |  |               |             |                |
| 6. Amount of advance required<br>Rs._____     |  | (b) Reason for non-adjustment:   |               |             |                |
| (In words) Rupees<br>_____                    |  |  |               |             |                |
| 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 Performa.

\_\_\_\_\_  
(Signature)

(Approval of competent Authority)

(Recommendation of the  
Head of the  
Department/Section)

SPACE FOR ACCOUNT OFFICE

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