

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE- 247667

Form: ADV-1

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Employee No.

REQUEST FOR ADVANCE
(To attend/Meeting/Field Work/course expenses etc.)
(Please fill up in capital letters)

<p>1. Name_____</p> <p>2. Designation_____</p> <p>3. Department_____</p> <p>4. Purpose of Advance_____</p> <p>5. Categorical Estimated Expenditure</p> <p>(i) T.A.(fare of entitled class): Rs. _____</p> <p>(ii) D.A. for _____days: Rs. _____</p> <p>(iii) Purchases/Clearance of : Rs. _____ documents through bank (tick one)</p> <p>(iv) Other items (specify): Rs. _____</p> <p style="text-align: right;">Total Rs. _____</p> <p>6. Amount of advance required Rs. _____ (In words) Rupees_____</p> <p>7. Date by which cheque is required_____</p>	<p>8. Date by which amount of advance will be submitted for adjustment_____</p> <p>9. Name of the course and dates _____</p> <p>10. Course code _____</p> <p>11. (a) Details of outstanding advance (s) :</p> <table border="1"><thead><tr><th>S. No</th><th>Amount</th><th>Date</th><th>Purpose</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td><td> </td></tr></tbody></table> <p>(b) Reason for non-adjustment:</p>	S. No	Amount	Date	Purpose				
S. No	Amount	Date	Purpose						

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 Coordinator, CEC)

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 account of the previous advance (s) has not been submitted, for consideration of adjustment.