

INDIAN INSTITUTE OF TECHNOLOGY KANPUR
KANPUR 208016

Form for Consumable/Contingency Advance

1. Department _____

2. Name _____ P.F No. _____ Designation _____

3. Purpose of the advance _____

4. Amount of advance (In figure) _____

(In words) _____

5. Previous advance (s) drawn (if any) during current financial year

(i) No. of advance drawn _____

(ii) Advance drawn on _____

(iii) Accounts submitted on _____

Recommended for approval

Signature of the Head of Department / Section

Signature of Applicant

Date _____

Date _____

Sanctioned

HoD / Deputy Director/Director

FOR USE IN ACCOUNTS SECTION ONLY

Advance No.: _____ Date _____

Voucher No.: _____ Date _____

Dealing Assistant

Superintendent

Dy. Registrar (F&A)

- {*} Note:
- 1) Request for Consumable and non consumable advance should be submitted separately.
 - 2) The advance shall be settled within two months.
 - 3) No further advance will be sanctioned if previous advance drawn by the employee is not settled.
- Total unsettled advance of a department/section should not be more than four.