



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
Finance and Account Section

Form for Consumable and Contingency Advance

SNo.	Content	Details
1	Department	
2	Name of the Employee	
3	P F No:	
4	Designation.	
5	Amount of Advance required: Rs. (In figure)	
6	Amount of Advance required: Rs. In words)	
7	Purpose of the advance	

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

No. of advance drawn	
Advance drawn on	
Accounts submitted on	

Note: I have read the terms and condition given in this form and I will abide by them.

Date: _____

Signature of the applicant

Recommended for approvals

Recommended by	Sanctioned by
HoD / HoS	Deputy Director/Director

For Accounts Purpose:

Assist./Supdt. (Adv. Cell)	Passed for payment ₹: Rupees:	AR (F&A)	DR (F&A)
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Terms & conditions:

1. CONTINGENCY/CONSUMABLE advance cannot be used for non-consumables, equipment, books, and travel.
2. No advances must be drawn for the expenses which can be met from Imprest. For routine incidental expenses, petty expenses, imprest must be utilised.
3. The adjustment bills, along with balances, if any, must be submitted/rendered by the concerned officer/employee **within fifteen days** of drawal of advance, failing which the advance or balance shall be recovered from his/ her next salary(ies).