

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE-247667**

Employee Code

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**REQUEST FOR 100% ADVANCE FOR SUPPORT FOR IITR FACULTY
FOR VISITING INSTITUTIONS ABROAD**

(Please fill up in capital letters)

<p>1) Name of Faculty.....</p> <p>2) Mobile No.....</p> <p>3) Department.....</p> <p>4) Purpose of advance.....</p> <p>5) Sanctioned amount: Rs..... (under the scheme of partial support)</p> <p>6) Amount of advance required: Rs..... (in words) Rupees.....</p>	<p>7) Date by which amount of advance will be submitted for adjustment..... (Within one month from the date of Visit)</p> <p>8) (a) Detail of outstanding advance (s):</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">S. No.</th> <th style="width: 20%;">Amount</th> <th style="width: 20%;">Date</th> <th style="width: 50%;">Purpose</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>(b) Reason for non-adjustment:</p>	S. No.	Amount	Date	Purpose	1				2			
S. No.	Amount	Date	Purpose										
1													
2													

12. I have read and admitted instructions for adjustment of advance given on the reverse side of the proforma.

Signature of Faculty

Signature of Head of Department/Centre

Dean Finance & Planning

SPACE FOR ACCOUNTS 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 the Sr.no.7 or within 30 days to Accounts office, whichever is earlier.