



FORM NO. SP-1M

भारतीय प्रौद्योगिकी संस्थान गुवाहाटी  
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI  
**STORES AND PURCHASE SECTION**

Phone :

Date :

**REQUEST FOR TEMPORARY ADVANCE (To be submitted to S&P Section)**

1. Fund Code. : (New)  Head  Consumable/ Contingency/ Equipment  
(Old)

2. Department/ Centre/ Section: 

3. Details of Faculty/Staff /Students authorized to receive the amount of Advance

Name of the Employee	Phone	Emp. Code	Designation	Dept./Centre
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

4. Details of Temporary Advance to be drawn (in Rupees)

In figures	In words
Rs. <input type="text"/>	<input type="text"/>

5. Purpose/ Justification of Temporary Advance: 

6. Certified that the items as above/as per list enclosed are required urgently.

(Signature of the Applicant)

The settlement against this advance should be submitted within a period of 30 days from the date of the advance drawn.

**FOR USE BY CONCERNED DEPARTMENTS ONLY**Temporary Advance for the above purpose to Prof./ Dr./ Mr.  chargeable to Account Head(s). Last advance drawn : Amount Rs.  and date Date of submission of settlement of last advance in accounts section on 

Put up for consideration.

Approved/ Not Approved

Dealing Assistant

HoD/ HoC/ REG/DEAN/ DD

**FOR USE BY STORES & PURCHASE SECTION**

Verified and found in order.

S&amp;P Section

HOS (S&amp;P)

**FOR USE BY FINANCE & ACCOUNTS SECTION**

Rs. .... is available in the FC "....." of Dept of ..... and Rs. ....  
is recorded in the Budget Register.

F&amp;A Section

HOS (F&amp;A)

Delegation of Power			
	HOD/HOC	DY. DIRECTOR/ DEAN	DIRECTOR
Equipment	Upto Rs.50,000.00	Above Rs.50,000.00 to Rs.5 lacs	Above Rs.5.00 lacs
Consumables	Upto Rs.30,000.00	Above Rs.30,000.00 to Rs.1 lacs	Above Rs.1.00 lacs
Contingency	Upto Rs.30,000.00	Above Rs.30,000.00 to Rs.3 lacs	Above Rs.3.00 lacs