



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
FINANCE AND ACCOUNTS

**REQUEST FOR TEMPORARY ADVANCE FOR CONSUMABLES,
CONTINGENCY & EQUIPMENT (To be submitted to F&A through S&P)**

Phones:
Extn. : 2582036, 2582034
Date :

1. Fund Code. :

2. Department/Centre:

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

Name of the Employee	Emp. Code	Designation	Dept./Centre

4. Details of Temporary Advance

Budget Head	Amount to be drawn (in Rupees)	
	In figures	In words

5. Purpose/ Justification of Temporary Advance:

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

(Signature of Indentor)

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

FOR USE BY RELEVANT DEPARTMENTS ONLY

Temporary Advance for the above purpose to _____
chargeable to Account Head(s). _____

Last advance drawn
(amount and date) _____

Date of submission of settlement
Of last advance in accounts
section _____

Put up for consideration.

Dealing Assistant

Approved/ Not Approved
HOD/DEAN

For use by Store & Purchase section

Amount of Rs.recorded in Advance/Budget Registrar

Signature

DELEGATION OF FINANCIAL POWERS			
ACCOUNT HEAD	APPROVING AUTHORITY		
	HOD/HOC	Deputy Director	Director
EQUIPMENT	upto Rs.50,000/-	Above Rs. 50000/- to Rs.500,000/-	Above Rs.5,00,000/-
CONSUMABLES	upto Rs. 30,000/-	Above Rs. 30000/- to Rs.100,000/-	Above Rs.1,00,000/-
CONTINGENCY	upto Rs. 30,000/-	Above Rs.30000/- to Rs.300,000/-	Above Rs.300000/-