



**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**  
**ROORKEE- 247 667**

**REQUEST FOR ADVANCE**

1.	Name			
2.	Employee No			
3.	Designation			
4.	Department			
5.	Purpose of advance			
6.	Account booking code/ Budget code/ Project code			
7.	To whom the advance amount is to be transferred Self/ Vendor- please mention details			
8.	Amount of advance required	i	T.A. /LTC/ Medical	
		ii	Imprest	
		iii	Conference, meeting, seminar etc.	
		iv	Official purchases except Letter of credit	
		v	Letter of credit/ Wire transfer	
		vi	Any other	
		<b>Total</b>		
<b>In Word:</b>		..... .....		

**UNDERTAKING:**

I undertake:

1. To settle the advance within the prescribed time limit mentioned in instructions given below.
2. To authorize the Institute to deduct the same with applicable interest from my salary or any other payment due to me if the advance is not settled within the prescribed time limit.

**INSTRUCTIONS FOR ADJUSTMENT OF ADVANCE**

- (i) Account of advance with all related vouchers should be submitted through Head of the Department/Section within the time limit prescribed.
- (ii) Before giving second or further advances, the accounts office will check the status of previous unadjusted advances. The decision of the Dean Finance/ Higher authority regarding sanctioning / not sanctioning further advance will be final in this regard.

(iii) Time limit for adjustment of advances:

<b>S. No</b>	<b>Nature of Advance</b>	<b>Settlement to be done within</b>
<b>Personal nature of advances</b>		
i.	TA	60 days of the completion of journey.
ii.	LTC	30 days of the completion of journey (if it is not settled than claim will be forfeited)
iii.	Medical treatment	30 days of the completion of treatment.
<b>Officials nature of advances</b>		
i.	Imprest	By 31 <sup>st</sup> March every year
ii.	Conference, meeting, seminar etc.	30 days of the completion of conference, meeting or seminar
iii.	Official purchases including letter of credit/wire transfer	30 days from the date of invoice/ bill/ wire transfer

(Signature)

(Recommendation of the head of the department)

Approval of Competent Authority

**SPACE FOR FINANCE/SRIC/PAYING AUTHORITY**

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