



INDIAN INSTITUTE OF TECHNOLOGY INDORE

GENERAL ADVANCE SETTLEMENT FORM

- Separate form to be used for settlement of TA/DA advance

1.	Name of the Applicant				
2.	Designation				
3.	Department				
4.	Details of advance	Amount of advance sanctioned Rs :			
		Date of advance:			
		Date of settlement:			
		Source of Advance:	Institute Fund/ Project Fund		
5.	Purpose for which advance was granted				
6.	If advance is not utilized / or utilized for other purposes for which it was approved, mention reasons there of;				
Summary of bills/invoices attached for settlement of advance					
S. No.	Invoice/ Bill No.	Invoice Date	Name of Firm	Details of items	Amount (Rs)
1					
2					
3					
4					
5					
If required , enclose separate sheet as per above format					
Total Expenditure (Rs)					
Less: Amount of advance (Rs)					
Balance amount receivable / payable from/to Mr / Ms / Prof/Dr					
Declaration by employee		1. Certified that amount of advanced sanctioned has been utilized for the purpose for which it was sanctioned and IITI Purchase rules have been followed for purchase of above material. 2. Certified that I have not purchased any material from any supplier for more than Rs.5,000/- in a day. In case of payment of more than Rs. 5,000/- VAT shall be deducted from reimbursement to applicant. (For details please refer SOP). 3. Certified that I am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.			
		Signature of the Applicant			
Signature of Recommending Authority					
Signature of the Approving Authority having financial power for adjustment of above bills/ sanction of amount expended over the advance amount					