



Advance Form For Conference / Workshop Symposium / CEP/ Consultancy/ Sponsored Project

| <u>Sl.</u> | <u>Contents</u> | <u>Details</u> | | |
|------------|---|---|--------------------|--|
| 1. | Name of Conference/ Workshop/Symposium/ CEP/Consultancy/ Sponsored Project | | | |
| 2. | Name of the Organizing Secretary/ Coordinator/ Convener/ PI/ Faculty –in- Charge | | | |
| 3 a) | Name of Officer Drawing Advance | | | |
| b) | ID No. & EPBX No. | ID No. | Internal Phone No. | |
| c) | Bank A/c No | | | |
| d) | Bank Name | | | |
| e) | Branch Name | | IFS Code | |
| 4. | Purpose of Advance | a) Registration Kit () b) Travel expenses of Keynote Speaker () c) Accommodation () d) Food & Catering () e) Local Travel () f) Purchase of Semi-consumables/ Consumables () g) Publicity () h) Proceedings/ Course Material /Abstract () i) Misc (Specify Please): | | |
| 5. | Source of Funding (Please Tick) | a) Institute () b) Project () Project Number c) Others () Please Specify | | |
| 6. | Proposed date of completion of activity | | | |
| 7. | Amount Required | ` _____ (Rupees _____) _____) | | |

| | | Date of Advance | Purpose of Advance | Cheque No. |
|-----|---|---|--------------------|------------|
| | Details of any previous advance which has not been settled. | | | |
| | | Reason for delay in settlement: | | |
| | Declaration & signature of the officer drawing advance | 1. Certified that the advance is urgently required. 2. Above mentioned details are true and correct to the best of my knowledge and belief. 3. I promise to follow the GFR 2005 and settle the advance within 15 days from the date of completion in prescribed format with all original bills/delivery challans invoices/cash memos and vouchers duly signed and verified by me. 4. I promise that I will not pay more than ` 20, 000/- to any person in cash in one day. <div style="text-align: right;">(Signature of the officer)</div> | | |
| 10. | Signature of the Organizing Secretary/ Coordinator/ Convener/ PI/ Faculty –in-Charge | | | |
| 11. | Availability of fund (Based on sanctioned of funds) | <u>AR (R&D)</u> | | |
| 12. | Signature of the competent authority having Financial Power to sanction & release advance | <u>DORD</u> | | |