



## 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	<p>1. Certified that the advance is urgently required.</p> <p>2. Above mentioned details are true and correct to the best of my knowledge and belief.</p> <p>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.</p> <p>4. I promise that I will not pay more than ` 20, 000/- to any person in cash in one day.</p> <p style="text-align: right;">(Signature of the officer)</p>		
10.	Signature of the Organizing Secretary/ Coordinator/ Convener/ PI/ Faculty –in-Charge			
11.	Availability of fund (Based on sanctioned of funds)	<u>AR (R&amp;D)</u>		
12.	Signature of the competent authority having Financial Power to sanction & release advance	<u>DORD</u>		