



FORM No.: MM12

INDIAN INSTITUTE OF TECHNOLOGY INDORE

REQUEST FOR PUBLISHING OF ADVERTISEMENT

Sl. No.
& Date

DEPARTMENT / CENTRE/ SECTION

Advertisement Type:

Recruitment

Tender Notice

Display (Admission notification/Press notice etc.)

Request from:: _____ Designation: _____ Tel.No. & Email id: _____

Name of HOD: _____ Designation: _____ Tel.No. & Email id: _____

Title of the Advertisement: _____

SIGNED COPY OF THE CONTENT TO BE PUBLISHED MUST BE ATTACHED WITH THIS FORM

Name of the Newspaper: _____

Edition _____

Budget available for the advertisement publishing: _____

Last date of submission of tender/Application form _____

OR

Last date of Walk-in Interview _____

NOTE:

- This form must be submitted 45 days prior to the above last date.
- The complete advertisement and the complete tender document must be uploaded on IIT website prior to sending this request from to the material management section.

Request submitted by:

NAME & DESIGNATION

DATE:

SIGNATURE OF HOD/APPROVING AUTHORITY

DATE:

FOR USE BY ACCOUNTS:

1. Verified that the indented item is in the list of items sanctioned by competent authority for Project No. _____ under Budget Head _____ & the same has been noted in PME/Accounts.
2. Necessary funds are available to process this item.

Nature of item (consumable/non-consumable)	Budget allocated under the project	Total amount of indents(duly revised) including the present, in the project	Balance Available

JUNIOR ASSISTANT

Signature of DR (F&A)/Manager (F&A)

REGISTRAR