INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH (IISER) KOLKATA
(An Autonomous Institute Established by Ministry of Human Resource Development, Govt. of India)
PO: Mohanpur, Dist. Nadia, Pin- 741 246, West Bengal

APPLICATION FOR ADVANCE

HEAD OF ACCOUNT/ BUDGET HEAD (As Sanctioned): _____

NAME OF THE DEPARTMENT/ SECTION/ OTHERS: _____

NATURE OF EXPENDITURE IS GOING TO BE INCURRED (Recurring/ Non Recurring): _____

Sl. No.	Purpose of Advance	Amount	
		₹	P.
	TOTAL		
In words			

1. *The proposal to incurred the expenditure has been approved by the Competent Authority which is attached herewith.*
2. *The adjustment of advance will be submitted within **30 (Thirty)** days from the date of drawal of advance.*
3. *Details of unadjusted advance drawn by me if any; ……..*

_____
Signature of the Employee/Indenter

_____
Name of the Employee/ Indenter

_____
Designation of the Employee/ Indenter

_____
Signature of the Recommending Authority

_____
Signature of the Sanctioning Authority