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 RECOUPMENT OF IMPREST CASH

NAME OF THE IMPREST HOLDER (As Sanctioned): _____

NAME OF THE DEPARTMENT/ SECTION/ OTHERS: _____

AMOUNT OF IMPREST (As Sanctioned): _____

Sl. No.	Name of the Goods Supplier/ Service Provider	Invoice/ Bill/ Cash Memo No. & Date	Details of Expenditure	Amount	
				₹	P.
			TOTAL		
In words					

1. *It has been duly certified and forwarded for payment to the **Finance & Accounts Section**, which is detailed above along with the supporting **Money Receipts/ Voucher/ Bills/ Invoices/ Challans** are attached herewith for your perusal please (if no prior sanction)*
2. *The Goods etc. have been duly accessioned in the **Budget/Department/Other Stock Register** and the **Entry Number** has been indicated with **STAMP** on the Bill (S)/ Invoice (S)/ Challan (S) etc.*
3. *The Performance Certificate in respect of service provided is attached herewith for perusal please.*
4. *Declaration as per GFR 2005 has been submitted wherever applicable.*

_____
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