



Indian Institute of Information Technology Bhagalpur

Bhagalpur - 813210

FORM NO. M-01A

REQUEST FOR TEMPORARY ADVANCE (To be submitted to Admin Office)

1. Account Code. : Head

2. Department/ Centre/ Section: _____

3. Details of Faculty/Staff /Students authorized to receive the amount of Advance

Name of the Employee	Email	Emp. Code	Designation	Dept./Centre

4. Details of Temporary Advance to be drawn (in Rupees)

In figures	In words
Rs. _____	_____

5. Purpose/ Justification of Temporary Advance:

6. Certified that the items as above/as per list enclosed are required urgently.

(Name and Signature of the Applicant)

The settlement against this advance should be submitted within a period of 45 days from the date of the advance drawn.

FOR USE BY CONCERNED PI ONLY

Last advance drawn: Amount Rs. _____ and date _____

Date of submission of settlement of last advance in office on _____

FOR USE BY OFFICE

Rs. is available in the Account head, "....." and Rs. is recorded in the Budget Register.

Put up for consideration

Dealing Assistant

Faculty In-Charge F&A

Registrar In-Charge

Approved/ Not Approved

Director