|  |
| --- |
| Centre for Continued Education**Indian Institute of Technology Hyderabad**Kandi -502284 , Telangana, India |



 **Temporary Advance/Pay Order (Purchases/ Services)**

 **Voucher No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_**

1. Name of person requesting Temporary Advance :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Designation and ID :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Department/Section :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Name of the event and Dates :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. The following items are required for :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Details of items  | Quantity | Rate(Rs) | Estimated Cost (Rs.) |
|  |  |  |  |  |
| **Total** |   |

1. Amount of advance requested Rs.\_\_\_\_\_\_\_\_\_\_\_

(Rupees.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only)

1. I certify that:
2. The Advance drawn shall be submitted for adjustment within 15 days of Advance drawal failure to do so, may entail recovery of the advance drawn, in a single installment through the next Salary Bill/Scholarship of Employee/Student. Items mentioned above are not available in the Central Stores of IIT Hyderabad.
3. The materials requested are required for the said purpose.
4. Purchase will be made after ascertaining lowest rates of products of similar quality from at least 3 dealers.
5. No advance is pending with me.

 **Employee Faculty in charge**



******

**For CCE Office Use:**

Amount of the Fund available for the event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_as on \_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Temp. Adv. No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_ |

Approved payment of Temporary Advance of Rs.\_\_\_\_\_\_\_\_\_\_\_\_

(Rupees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only).

**Staff, CCE Chair,CCE**   ****

**Bank Details of the Employee:**

**Bank Name & Branch :**

**Bank Account Number :**

**IFSC Code :**