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| H:\IIT Bhubaneswar Logo\IITBhubaneswar_Logo_Pg1.jpg | **भारतीय प्रौद्योगिकी संस्थान भुवनेश्‍वर**  **INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR**  **Continuing Education Programme** |

**REQUEST FOR ADVANCE FOR EXPENDITURE OTHER THAN REMUNERATION**

1. Course Title :

2. Principal Co-ordinator : EC:

3. School :

4. Duration of the Course : *From* *To*

5. Amount of Advance   
Requested :

6. Advance amount paid to : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7. Purpose : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I undertake to settle this advance within one month from the date of completion of the program. All previous advances have been adjusted.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of the Course Co-ordinator**

Forwarded by

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**Head of the School/Department**

**++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++++**

**FOR OFFICE USE ONLY**

Total Funds Deposited : Rs.

Expenditure till date : Rs.

(Including unadjusted advances)

Current Balance : Rs. Certified that funds are available under appropriate head to cover the proposed advance.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature of CE Office**

Special points *(if any)* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Assistant Register(CE)**

**Advance is approved/not approved.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dean (CE)**

**Note: Director’s approval to be obtained if the advance amount is exceeding Rs. 50,000.00 (Fifty Thousand).**