



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 : _____

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

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*) :

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).