**Form: R9**

**Advance Form For Conference / Workshop Symposium / CEP/ Consultancy/ Sponsored Project**

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| **Sl.** | **Contents** | **Details** | | | | |
| 1. | Name of Conference/ Workshop/Symposium/  CEP/Consultancy/ Sponsored Project |  | | | | |
| 2. | Name of the Organizing Secretary/ Coordinator/ Convener/ PI/ Faculty –in-Charge |  | | | | |
| 3 a) | Name of Officer Drawing Advance |  | | | | |
| b) | ID No. & EPBX No. | ID No. Internal Phone No. | | | | |
| c) | Bank A/c No |  | | | | |
| d) | Bank Name |  | | | | |
| e) | Branch Name |  | | IFS Code | |  |
| 4. | Purpose of Advance | 1. Registration Kit ( ) b) Travel expenses of Keynote Speaker ( ) 2. Accommodation ( ) d) Food & Catering ( ) 3. Local Travel ( ) f) Purchase of Semi-consumables/ Consumables ( ) 4. Publicity ( ) h) Proceedings/ Course Material /Abstract ( ) 5. Misc (Specify Please): ………………………………………………….. | | | | |
| 5. | Source of Funding (Please Tick) | 1. Institute ( ) 2. Project ( ) Project Number ………………… 3. Others ( ) Please Specify ………………….. | | | | |
| 6. | Proposed date of completion of activity |  | | | | |
| 7. | Amount Required | `.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Rupees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) | | | | |
|  | Details of any previous advance which has not been settled. | **Date of Advance** | **Purpose of Advance** | | **Cheque No.** | |
|  |  | |  | |
| Reason for delay in settlement: | | | | |
|  | Declaration & signature of the officer drawing advance | 1. Certified that the advance is urgently required.  2. Above mentioned details are true and correct to the best of my knowledge and belief.  3. I promise to follow the GFR 2005 and settle the advance within 15 days from the date of completion in prescribed format with all original bills/delivery challans invoices/cash memos and vouchers duly signed and verified by me.  4. I promise that I will not pay more than ` 20, 000/- to any person in cash in one day.  (Signature of the officer) | | | | |
| 10. | Signature of the Organizing Secretary/ Coordinator/ Convener/ PI/ Faculty –in-Charge |  | | | | |
| 11. | Availability of fund  (Based on sanctioned of funds) | AR (R&D) | | | | |
| 12. | Signature of the competent authority having Financial Power to sanction & release advance | DORD | | | | |