

**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY,  
SHIBPUR, HOWRAH**



**ADVANCE APPROVAL MEMO**

RECEIVING  
(For office use only)

Token No. \_\_\_\_\_

Date \_\_\_\_\_

Sign. of the Dealing Assistant

To

The Dean (Research & Consultancy)  
Indian Institute of Engineering Science and Technology, Shibpur

Ref: Project Code No. \_\_\_\_\_

Sir,

I, undersigned need an amount of Rs. \_\_\_\_\_ as an advance for the following purpose.

Kindly arrange to draw the cheque in favour of \_\_\_\_\_.

Sl. No.	Purpose	Amount (Rs.)
1.		
2.		
	Total:	

The unadjusted advance as on date is amounting to Rs. \_\_\_\_\_.

I declare that the advance amount will be utilized as per the provisions of the existing financial rules of the University and the total expenditure will be within the sanctioned amount as approved by the funding agency. I also declare that the supporting vouchers with necessary approval (if applicable) will be submitted for adjustment within ONE month from the date of drawl of advance.

Thanking you,

yours faithfully,

Dated:

(Project Investigator)

FOR OFFICE USE ONLY

Certified that the unadjusted advance amount standing as

On \_\_\_\_\_ is Rs. \_\_\_\_\_

Against the applicant's name.

\*use red ink.

(Signature of the Dealing Assistant with date)

APPROVED FOR PAYMENT

Rs. \_\_\_\_\_

Subject to the above declaration

Dean (Research & Consultancy)