

**NATIONAL INSTITUTE OF TECHNOLOG DURGAPUR**  
**SPONSORED RESEARCH & CONSULTANCY CELL**

**TA / DA / TEMPORARY ADVANCE APPLICATION FORM**

- 1) Name (in full) of the PI / Co-PI:
- 2) Department.:
- 3) Budget Head:
- 4) Title of the Project:
- 5) Project Sanction Order No:
- 6) SRCC Registration No:
- 7) Purpose of the advance in details:
- 8) Place of visit:
- 9) Purpose of visit:
- 11) Duration: from .....to  
.....
- 12) Amount of TA / DA / TEMPORARY advance required: Rs.
- 13) Whether previous advance has been adjusted: **YES / NO**

Declaration by the PI / Co-PI: I have made necessary arrangements for my teaching and other duties during my period of absence as stated above (not necessary for project staff).

**Signature of the PI / Co-PI with Seal**

**Signature of HOD with Seal**

**Note: Please attach a break-up of estimated expenditures for which the advance is being sought. Advance is granted only to PI / Co-PI.**

[to be printed overleaf]

Fund Required: Rs. \_\_\_\_\_

Approved / Not approved

Suptd.(SRCC)

Joint Registrar (SRCC)

Dean (R & C)

Cheque No. .... dated ..... Rs. .... (Rupese  
.....)

Suptd.(SRCC)

Joint Registrar (SRCC)

Dean (R & C)

Received the Cheque vide Cheque No.....dated.....

Rs.....(Rupess.....)

**Receivers signature**

Full Name:

Date:



**[to be printed overleaf]**

Certified that all the articles detailed in the attached Bill / Invoice Rs.....have been duly received in good condition in accordance with Order placed for the purchased and entered in the Measurement Book Page No \_\_\_\_\_ also in the relevant Stock Book Page No \_\_\_\_\_ and that quantities are correct, the quality is good and the rate is not in excess of the accepted rates and suitable notes of payment have been recorded.

**Declarations:**

1. "I am \_\_\_\_\_ personally satisfied that these goods are in requisite quality and specification and have been purchased from a supplier with a reasonable price."
2. Amount adjusted **Rs**..... and extra amount **Rs**.....received.
3. Amount adjusted **Rs**..... and extra amount **Rs**.....refunded (vide Ch. No.....dated.....)

**Signature of the PI / Co-PI with Seal**

**Signature of HOD with Seal**

**Suptd.(SRCC)**

**Joint Registrar (SRCC)**

**Dealing Assistant (Internal Audit.)**

**Asstt. Registrar (Internal Audit)**

**Dean (R & C)**

Cheque No.....dated.....  
Rs..... (Rupess.....)

**Receivers signature**

Full Name:

Date: