



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर
ন্যাশনাল ইনস্টিটিউট অফ টেকনোলজি দুর্গাপুর
NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR
Mahatma Gandhi Avenue, Durgapur – 713209, West Bengal, India

(FORM FOR DRAWAL OF IMPREST ADVANCE)

1. Name of the applicant :
2. Designation & Department :
3. Amount of advance required :

: UNDERTAKING :

I undertake that I shall be personally responsible for immediate adjustment of the above advance, within **29th March** of each Year subject to recoupments from time to time as and when required.

Certified that I have already submit bill for the previous Imprest Advance and no such advance is lying outstanding against me.

Signature of the applicant with date

Seal, (if any) :

(FOR USE IN ACCOUNTS SECTION ONLY)

No outstanding Imprest Advance is lying against him as per the records available in the Accounts Section. The proposed Imprest Advance may be considered in view of the above statement and undertaking.

Dealing Assistant

Joint Registrar (Finance & Accounts)

REGISTRAR

Bill No.

Dated:

Advance Ledger Folio No.

Pay for Rs.----- (Rupees ----- only)

to Dr. / Prof. /Shri -----

Dealing Assistant

GBR No.

Joint Registrar (Finance & Accounts)

(FOR USE IN CASH SECTION ONLY)

Drawn vide Cheque No.

Dated:

Joint Registrar (Finance & Accounts)

Received the payment in full.

Signature of payee in full with date

Cashier