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| **Indian Institute of Technology Hyderabad**  Kandi -502285 , Telangana, India |



**Temporary Advance/Pay Order (Purchases/ Services)**

**PYMT Voucher No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_**

P. F. No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name of person requesting Temporary Advance :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Designation :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Department/Section :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. The following items are required for :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| S.No. | Details of items | Quantity | Rate(Rs) | Estimated Cost (Rs.) |
|  |  |  |  |  |
| **Total** | | | |  |

1. Amount of advance requested Rs.\_\_\_\_\_\_\_\_\_\_\_

(Rupees.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only)

1. I certify that:
2. I will settle the advance within 2 working days.
3. Items mentioned above are not available in the Central Stores of IIT Hyderabad.
4. The materials requested are required for the said purpose.
5. Purchase will be made after ascertaining lowest rates of products of similar quality from at least 3 dealers.
6. No advance is pending with me.

**GIAN Local Coordinator Course Coordinator Dr. Chandra Shekhar Sharma**

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| Temp. Adv. No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_ |

Approved payment of Temporary Advance of Rs.\_\_\_\_\_\_\_\_\_\_\_\_

(Rupees\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only).

**Registrar  
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Received in cash Rs .\_\_\_\_\_\_\_\_\_\_\_ (Rupees \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_only).

**Date:**

**Asstt. Registrar (F&A) Cashier Advance Holder**