



Office of Dean (Research, Sponsored Projects and Consultancy)

PP04 : Request for Advance

1	Project Title	
2	Project No. (allotted by the RSPC)	
3	Department	
4	Name	
5	Designation	
6	Purpose of Advance	
7	Amount of Advance (in fig.)	
8	Amount of Advance (in words)	
9	Outstanding Advance (if any)	

☐ I confirm, that the project has sufficient funds hence the advance may please be released. No confirmation is required from F& A section in this regard.

☐ The fund availability may kindly be checked from Finance & Accounts section before advance release.

Note: I will ensure that, in case of making any purchase against the advance sanctioned to me, the item/s availability will be verified at GEM. The purchase outside GEM will be made only along with the GEM non-availability report of the item.

Signature of PI &
Date

Forwarded by Head of the Discipline
Name of HoD -

Sanctioned/ Not Sanctioned

Dean (RSPC)/ Registrar/ Director