INDIAN INSTITUTE OF TECHNOLOGY KANPUR

OFFICE OF OUTREACH ACTIVITIES

CONSUMABLE/CONTINGENCY ADVANCE FOR SHORT-TERM COURSE UNDER OOA

1.	Course Account No.		
2.	Title of the Course		
3.	Name of Course Coordinator		P.F. No.:
4.	Advance Holder Name		P.F. No.
5.	Department/Program		
6.	Course Duration	From:	To:
7.	Amount of advance requested (Rs.)		
8.	Bank Details of Advance Holder	Beneficiary Name: Account No.: Bank Name: IFSC:	

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Signature of Course Coordinator(s)

FOR OFFICE USE ONLY		
Amount Drawn	**Balance Amount**	**Advance Amount**
Dealing Assistant	Sr. Superintendent (S.G.)	
Approved/Not Approved **Professor-In-Charge, OOA**		

Terms & conditions:

1. CONSUMABLE/CONTINGENCY advance cannot be used for non-consumables, equipment, LTAS, books, and travel.

2. The adjustment bills, along with balances, if any, must be submitted/rendered by the concerned officer/employee within fifteen days of drawal of advance, failing which the advance or balance shall be recovered from his/ her next salary(ies).