

BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR, HOWRAH

ADVANCE APPROVAL MEMO

RECEIVING
(For office use only)

Token No. _____

Date _____

Sign. of the Dealing Assistant

To

The Director (Research & Consultancy)
Bengal Engineering and Science University, Shibpur

Ref: Project Code No. _____

Sir,

I, undersigned need an amount of Rs. _____ as an advance for the following purpose.

Kindly arrange to draw the cheque in favour of _____.

Sl. No.	Purpose	Amount (Rs.)
1.		
2.		
	Total:	

The unadjusted advance as on date is amounting to Rs. _____.

I declare that the advance amount will be utilized as per the provisions of the existing financial rules of the University and the total expenditure will be within the sanctioned amount as approved by the funding agency. I also declare that the supporting vouchers with necessary approval (if applicable) will be submitted for adjustment within ONE month from the date of drawl of advance.

Thanking you,

Yours faithfully,

Dated:

(Project Investigator)

FOR OFFICE USE ONLY

<p>Certified that the unadjusted advance amount standing as on _____ is Rs. _____ against the applicant's name. *use red ink.</p> <p align="right">(Signature of the Dealing Assistant with date)</p>	<p align="center">APPROVED FOR PAYMENT</p> <p align="center">Rs. _____</p> <p align="center">subject to the above declaration</p> <p align="center">Director (Research & Consultancy)</p>
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