



1.	Name of the PI	
2.	Name of the Advance Holder & Designation	
3.	Advance Ref. No & Dt	
4.	Amount Rs.	
5.	Mode of payment	Cash: Cheque: Bank ECS:
6.	Terms & conditions: 1) Only one advance in a category and preferably no more than 2 advances in all are allowed. 2) Check with Dealing Assistant in case of any doubts about the category of an item. 3) Please submit bills to R&D/F&A office within two months of receipt of advance.	

