



**Indian Institute of Information Technology, Kalyani**  
**Finance Department**

**Advance Adjustment Submission Form**

(To Be Submitted to Finance Section through Registrar)

1	Name of the employee in whose name advance was booked in advance register	
2	Designation at the time of advance booked in favour of the above employee	
3	Amount of Advance taken (Rs.)	
4	Money Sanction (MS) Number	
5	PV No.	
6	Cheque No. & Date	
7	Purpose for which advance was taken	
8	Financial year in which the advance was taken	
9	Amount spent out of advance taken (Rs.)	
10	Amount unspent out of advance taken (Rs.)	
11	Institute Receipt No. & Date for refund of unspent amount of advance (Rs.) (Please obtain a clearance from Finance Dept. while refunding the cash)	
12	Number of Bills/ Vouchers submitted in support of Advance adjustment	

I do hereby declare that the above particulars are true and correct to the best of my knowledge.

I Undertake that advance amount has been utilized for the purpose for which it was sanctioned and released by the Institute and if any irregularities are found by the Finance Department in documents submitted by me for adjustment of advance, I am liable to agree on the decision taken by the Institute for the said irregularities.

Full Signature of the employee in whose name advance has been booked

Date: