

	<u>ISO 9001 : 2015 DOCUMENT</u>		Doc. No.: IIVR/IS15/26
	ICAR – Indian Institute of Vegetable Research, Varanasi		Dated: 12/03/18
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PROFORMA FOR ADVANCE FROM IMPREST FOR CASH PURCHASE

The following items/works are urgently required fordivision/ section for the purpose of

These Items are not available in the Institute/ Central Store. The purchase may please be approved and an advance of Rs.....Rupees..... (Rupees.....only) may kindly be sanctioned from Imprest as advance to be taken by Dr./ Shri/ Ms. for the above purchase/ work.

It is certified that:

- a) The Purchase/ Work shall be done after observing the requisite rules/procedures.
- b) No previous advance is pending/ outstanding with the undersigned.
- c) The adjustment of this sanctioned amount shall be submitted within five days of the sanction.
- d) Adjustment shall comprise of vouchers complete in all respects and duly certified.

S. N.	Description of Goods	Full Specification with justification	Qty.	Approx. Cost

Dated Signature of Sectional in-charge

**Dated Signature of the Employee
Designation:**

SANCTION

Purchase of the above item(s) is approved and an amount of Rs..... (Rupees.....) is sanctioned as advance from imprest.

**Director/ Head of Office
Dated:**

REVISED SANCTION (IF REQUIRED)

An excess expenditure of Rs..... (Rupees) has been incurred/ is to be incurred by the undersigned, which may kindly be approved and sanctioned and may kindly be given as advance/ reimbursement to the undersigned.

APPROVED & SANCTIONED

Director/ Head of Office

**Dated Signature of Proposer
Designation:**