

Voucher No	
Settlement due date	
Settlement date	

**Request for a Cash Advance - IBMBB**

Deputy Bursar,  
IBMBB.

Date .....

I hereby request to pay me a cash advance of Rs. .... for the purpose of .....  
on ...../...../..... I have attached an estimate of the expenses to be incurred.

I hereby guarantee the settlement of this advance immediately after the event / within 07 days whichever occurs first by submission of relevant invoices together with the receipt for refund of any balance and the inventory certificate if any. **If not settled within the stipulated period, I hereby give my consent to deduct the total advance amount from my immediate due salary and I am aware that such deducted money will be reimbursed to me only after the full settlement of this cash advance.**

**I am also aware that I must submit a written justification for any delay in settling the advance.**

**Notes:**

.....  
.....

.....  
Name of the recipient of the cash advance

.....  
Signature

.....  
Name of the Designated recipient

.....  
Signature

Payment of the cash advance is approved

.....  
Director

**Acknowledgement**

I hereby acknowledge that I have received a sum of Rs ..... on ...../...../.....  
as the cash advance requested by me.

Name of the recipient/ designated recipient .....

.....  
Signature

.....  
Date

*Please read the instructions overleaf*

### **Instructions to the recipients**

1. Cash Advances are paid only to the Administrative Officers, Chairpersons / Secretary of Boards of Studies, Secretary of RHDC and Academic Staff.
2. Principal Investigators of Research projects will be paid cash advances related to the respective research grants.
3. Recipient should submit the Cash Advance request form with the approval of the Director.
4. In case the recipient designates another staff member to obtain the cash advance on behalf of the recipient, the name and the signature of such designated recipient must be clearly indicated.
5. In such case the equal responsibility of settling the cash advance is held with the recipient and the designated recipient.
6. A realistic estimate of the intended expenditure must be attached with the Cash Advance request.
7. Cash Advance request must be handed over to the Finance Division at least three (03) days prior to the date the advance is needed.
8. Cash Advance will be paid on the immediate date prior to the activity.
9. Cash Advances already taken should be settled before making a new request. If not, Directors approval should be taken with valid reasons.
10. All cash advances must be settled within 07 working days from the date of the event which the advance was taken. If the recipient needs more than 07 working days to settle the advance, it should be mentioned in the request form on a note.
11. If the recipient fails to settle the advance within the stipulated time, the recipient should submit a valid justification with the approval of the Director.