



**INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH, BHOPAL
FINANCE AND ACCOUNTS SECTION**

CONTINGENCY ADVANCE ADJUSTMENT

Date:

Advance in Favour of: _____

Purpose for which advance drawn: _____

Amount of Advance: _____

Date of Advance taken: _____

Amount of Excess Claimed: _____

Details of Balance Deposited: _____
(if applicable with receipt no.)

I hereby certify that the:

- a) Cash purchase have been made for the items which were needed urgently and were not available in stores.
- b) Goods have been inspected before acceptance.
- c) Prices paid are lowest, and
- d) Items have been duly entered in the stock register.
- e) Bills verified and accepted.

Approved

Signature of Advance Holder

HOD/Competent Authority

Finance Officer