



INDIAN INSTITUTE OF TECHNOLOGY KANPUR
 Dean of Research & Development (DORD) Office
Statement of Accounts for Settlement of Temporary Advance

S No	Content	Details
1.	Project No.:	
2.	Name of advance holder	
3.	PF No:	
4.	Department/Section:	
5.	Type of Advance:	1) Consumables 2) Non-Consumables 3) Contingency
6.	Advance Ref. No. & Date	
7.	Amount of advance	₹
8.	Excess amount claimed / Balance deposited: (+/-)	₹
9.	Bank A/c No:	SBI/UBI:

S. No.	Bill No.	Bill date	Party Name	GSTIN of Party	Description of Goods and Services	Amount Excluding GST	CGST	SGST	IGST	Total Value of Bill
1										
2										
3										
4										
5										
6										
Total Amount										

I hereby certify that: 1) Cash purchases were made for the items that were needed urgently and were not available in stores. 2) Goods purchased were inspected before acceptance. 3) Prices paid are the cheapest 4) Items purchased are entered in the Stock Register. 5) Above mentioned expenses are only for project purposes which are not being claimed for reimbursement from anywhere else.

I agree on following rules & conditions: 1) As per order ref. DIR/IITK/2012/00/011 dt 28th February, 2013 The payment above to ₹ 25000/- has not been made to suppliers, contractors etc. Through personal cheques or e-transfer from personal bank a/c. 2) Original invoice with a copy of CST No. & PAN is attached herewith.

Signature of the Advance Holder	Signature of Project Investigator
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For R&D Office Use Only

Sr No	Content	Details
1	Advance Drawn	₹
2	Expenditure made	₹
3	Excess Amount Claimed	₹
4	Balance Deposited in A/S	₹
5	Book No. & Date	
6	Passed for adjustment	₹
7	Pay Excess Claim of	₹

Assistant	Supdt.	**Asst. Registrar (R&D)	DORD	Asst. Registrar (AI)	**Joint Registrar (R&D)
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**AR: - For Equipment up to 20000/- and for Consumables up to 5000/-

** Officer in Charge: - Full Power

Note: If GST Number is not mentioned in the bill raised by the vendor, it will be considered as purchase from unregistered dealer and hence additional amount equal to applicable GST will be charged by DORD office from concerned project.