



खनिज एवं पदार्थ प्रौद्योगिकी संस्थान
INSTITUTE OF MINERALS & MATERIALS TECHNOLOGY

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद
(Council of Scientific & Industrial Research)

भुवनेश्वर-751013, ओडिशा, भारत, Bhubaneswar-751013, ORISSA, INDIA

No. _____

Date: _____

OFFICE MEMORANDUM

Sub :- GRANT OF G.P.F. / C.P. F. ADVANCE

Under Rule 12/13/(1)(2) () of the G.P.F. / C.P.F. rules the Director / Administrative office, Institute of Minerals & Materials Technology, Bhubaneswar has been pleased to sanction an advance of Rs. _____ (Rupees _____) only to Dr. / Smt. / Shri _____ out of his / her G.P.F./ C.P.F. Account No. _____ to meet the obligatory express in connection with the _____.

1. The advance will be recovered in _____ monthly instalments of Rs. _____ each commencing from the salary of _____ payable in _____.
2. A sum of Rs _____ out of the advance of Rs. _____ (Rupees _____) only sanctioned and paid to him / her together with the advance sanctioned aggregating to Rs. _____ (Rupees _____) only will be recovered monthly instalments of Rs. _____, commencing from the salary of _____ payable in _____.

SECTION OFFICER

Copy to : Dr./Smt./Shri _____
Accounts Section,
IMMT, Bhubaneswar.

Bill No. _____ Dated _____

Head of account "G-Deposits & Advances" Bill passed for
Rs. _____ (Rupees _____) only.

ADMINISTRATIVE OFFICER

FINANCE & ACCOUNTS SECTION

Entered in Audit register at Page No. _____

Voucher No. _____ Dated _____ pay for Rs _____
(Rupees _____)

Paid by Cheque No. _____ Dated _____

To _____

FIANCE & ACCOUNTS OFFICER