



## NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH, BHUBANESWAR

(An autonomous Institution under Department of Atomic Energy, Govt. of India)

### REQUEST FOR CASH FROM IMPREST ACCOUNT

1	Purpose (Attach supporting documents)	
2	Whether it relates to the activities of any section of NISER mentioned below?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3	If YES, then please mention the name of the Section	
4	Number of Persons	
5	Name of the items to be purchased	
6	Estimated Amount	Rs.
7	Date & Time of requirement	_ _ / _ _ / 20_ _ , _ _ AM/PM
8	Place at which required	
Signature _____ Full Name _____ Designation _____ Dept./Section _____ Date & Time : _ _ / _ _ / 20_ _ , _ _ AM/PM		<p style="text-align: center;"><b><u>RECOMMENDATION OF THE HEAD OF SECTION</u></b></p> Signature _____ Full Name _____ Designation _____ Dept./Section _____ Date & Time : _ _ / _ _ / 20_ _ , _ _ AM/PM
<p><b><u>APPROVED</u></b></p>  <p><b>Administrative Officer-III</b> (Academic &amp; Student Affairs)</p>		Received Rs. _____ Signature _____ Date : _ _ / _ _ / 20_ _ Amount for which bill submitted Rs. _____ Balance Refunded Rs. _____
<p><b>N.B. :</b> Request for cash from imprest can be made only for Academic, Accounts, Administration, Directorate, Library and Institute Works Deptt. as approved by the Director subject to the maximum limit of Rs. 10,000/-</p>		