



अखिल भारतीय आयुर्विज्ञान संस्थान राजकोट, गुजरात 360110  
**All India Institute of Medical Sciences, Rajkot, Gujarat 360110**  
An Institution of National Importance under PMSSY, MoHFW  
Government of India [www.aiimsrajkot.edu.in](http://www.aiimsrajkot.edu.in)

<b>SOP No.- RC 11</b>	<b>Standard Operating Procedure for temporary advance and its settlement from extramural research project fund</b>
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1. The purpose of this SOP is to describe the administrative procedure for requesting the payment of temporary advance from the project account of the PI and the settlement of the same.
2. Temporary advance may be granted to a PI for meeting contingent and miscellaneous expenses that require upfront payment to the vendor or service provider for which the other modalities of procurement described in SOP RC09 are not applicable, in accordance with the provisions of Rule 323(1) of GFR, 2017.
3. PI will generate a notesheet mentioning justification for temporary advance withdrawal (should clarify why payment cannot be made post- procurement), the name of the item/service and the quantity to be procured, the availability of funds in the proposal under the respective head, the quotation for the product or the service.
4. The file should be sent to the Research Cell through online mode on the email id- [researchcell@aiimsrajkot.edu.in](mailto:researchcell@aiimsrajkot.edu.in) and the hard copy of the file should also be submitted to the Research Cell.
5. The Research Cell would examine the file and, if found in order, will forward the same for approval of the competent authority.
6. The file will be forwarded by the Research cell to the accounts section and thereafter the accounts section will forward it to FA for concurrence.
7. After vetting, the file will then be forwarded to Dean (Research) for approval of the competent authority.
8. Following approval, the advance payment of the sanctioned amount will be made by the Account section from the project-specific bank account.
9. Record of all expenditure incurred from the temporary advance amount will be kept by the PI in the form of original vouchers and will be submitted along with records of stock entries, if

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applicable, with the same note sheet as described in step no. 3 above. The settlement of advance should be done within 15 days of its drawl as per Rule 323 (2) of GFR, 2017. The movement of file for settlement of advance will be as described in step nos. 3 & 4 above.

10. The Procurement Committee of the Research Cell will audit the file before forwarding the same for approval, at the time of settlement of advance.

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**APPLICATION FOR GRANT OF TEMPORARY ADVANCE**  
(Subject to the adjustment within 15 days of its drawl)

1. Applicant's name, designation and department:
2. (a). Purpose for which the advance is required & details thereof  
(b). Amount required  
(c). Place where the advance is to be spent  
(d). Details and particulars of previous advances, if any

Date:

Signature of applicant

**Recommendation from the Head of the department**

Signature of HoD

*Certified that funds to the extent of Rs.....have been booked under the Head.....*

Accounts Officer

**Order of the Competent Authority:**

Temporary advance of Rs.....

Sanctioned in favour of.....

Executive Director/Dean/MS

Pay Rs.....(in Words.....)

Accounts Officer

Cheque to be drawn in favour of.....

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