

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE-247667**

Page 1 of 2

Enrolment No.

--	--	--	--	--	--	--

REQUEST FOR 50% ADVANCE TO PRESENT PAPER IN GOOD INTERNATIONAL CONFERENCE
(Please fill up in capital letters)

1) Name of Student.....	8) Date by which amount of advance will be submitted for adjustment..... (Within one month from the date of Visit)
2) Mobile No.....	9) Account Code
3) Name of Course.....	10) (a) Detail of outstanding advance (s):
4) Department.....	S.No. Amount Date Purpose
5) Purpose of advance.....	1
6) Sanctioned amount: Rs..... (under the scheme of travel support)	2
7) Amount of advance required: Rs..... (in words) Rupees.....	(b) Reason for non-adjustment:

11. I have read and admitted instructions for adjustment of advance given on the reverse side of the proforma.

Signature of Student

Faculty/Supervisor's Signature Signature of Head of Department/Centre

Approved/ Not Approved

Dean Finance & Planning

SPACE FOR ACCOUNTS OFFICE

--	--

**INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE-247667**

Page 2 of 2

INSTRUCTIONS FOR ADJUSTMENT OF ADVANCE

12. Account of advance with all related vouchers should be submitted through Faculty/Supervisor and Head of the Department/Section by the date specified under the Sr.no.9 or within 30 days to Accounts office, whichever is earlier.
13. Failure to comply with (1) above is a serious matter. No dues certificate/Green card will not be issued to a student unless the advance is adjusted.
14. Please attach a copy of your bank passbook and a copy of PAN card.