

Enrolment No.

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REQUEST FOR 50% ADVANCE TO PARTICIPATE IN SUPPORT FOR IITR STUDENTS FOR VISITING INSTITUTIONS ABROAD (Please fill up in capital letters)

<p>1) Name of Student.....</p> <p>2) Mobile No.....</p> <p>3) Name of Course.....</p> <p>4) Department.....</p> <p>5) Purpose of advance.....</p> <p>6) Sanctioned amount: Rs..... (under the scheme of travel support)</p> <p>7) Amount of advance required: Rs..... (in words) Rupees.....</p>	<p>8) Date by which amount of advance will be submitted for adjustment..... (Within one month from the date of Visit)</p> <p>9) Account Code</p> <p>10) (a) Detail of outstanding advance (s):</p> <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 10%;">S.No.</th><th style="width: 20%;">Amount</th><th style="width: 20%;">Date</th><th style="width: 50%;">Purpose</th></tr></thead><tbody><tr><td style="text-align: center;">1</td><td></td><td></td><td></td></tr><tr><td style="text-align: center;">2</td><td></td><td></td><td></td></tr></tbody></table> <p>(b) Reason for non-adjustment:</p>	S.No.	Amount	Date	Purpose	1				2			
S.No.	Amount	Date	Purpose										
1													
2													

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

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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.