

INDIAN INSTITUTE OF TECHNOLOGY BOMBAY
Form for Refundable Advance

Date : _____

Name of the student					
Department		Programme		Roll No.	
Advance previously availed from other organization				Advance previously availed from IIT Bombay	
Name and address of the Conference allowed to attend					
Duration		Date of journey		Date of return	
Name of the external agency giving Financial Assistance					
Amount of Refundable Advance required		Rs. _____ (Rupees _____)			
<p>The Refundable Advance granted to me shall be utilised for the purpose of expenditures involved in attending the conference / seminar / meeting only.</p> <p><input type="checkbox"/> I have not applied for / received Financial Assistance for attending this particular conference.</p> <p><input type="checkbox"/> I have applied for Financial Assistance of Rs. _____/- for attending this particular conference. It is requested that both advances be processed for the following reasons : _____</p> <p>_____</p> <p style="text-align: right;">Signature of the student</p>					
<p>The Refundable Advance provided to my student Mr. / Ms. _____ may be granted in my name. I assure that the Refundable Advance granted to him / her will be utilized for the designated purpose only. I undertake to get the Refundable Advance settled by my student within the stipulated time.</p> <p>Name of Supervisor : _____</p> <p>Salary Code : _____</p> <p style="text-align: right;">Signature of the Supervisor</p>					
Recommendation of the Head of Department _____ <p style="text-align: right;">Signature of HOD</p>					
Refundable Advance of Rs. _____ is sanctioned for payment. <p style="text-align: right;">Dean (A.P.)</p>					