



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
Indian Institute of Technology Guwahati
 Guwahati - 781 039

FORM NO.
GYM/01

GYMKHANA ADVANCE FORM
 (PLEASE FILL UP THE FORM IN CAPITAL LETTERS)

Budget Head		BOARD	
Details of the Student authorized to receive the amount of Advance:			
Name of the Student			
Roll No		Department	
Email ID		Mobile No	
Details of Temporary Advance			
Budget Head	Amount to be drawn (in Rupees)	In figures	
		In words	
Total allocated budget		Sanction Order No.	
Purpose/Justification of Temporary Advance			
Details of items			
Sl. No.	Description of items	Qty	Estimated Amount
Total			
Certified that the items as above/as per list enclosed are required urgently.			
Signature of the Indentor with date			
Verified and forwarded			
Secretary, Club Date:	GS, Board Date:	VP, SGC Date:	Chairman, Board Date:
<i>[The adjustment of account against this advance should be submitted within a period of 30 days from the date of advance drawn.]</i>			
FOR USE BY STUDENTS' AFFAIRS ONLY			
1.	Temporary Advance for the above purpose to		
2.	Chargeable Budget Head(s).		
3.	Last advance yet to settle (amount and date)		
4.	Approved Budget		
5.	Balance after this sanction		
6.	Amount recorded against		
7.	Remarks (if any)		
Put up for kind consideration please.			
DoSA			Dealing Assistant