



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

**REQUEST FOR ADVANCE ADJUSTMENT**

1.	Name				
2.	Employee No				
3.	Designation				
4.	Department				
5.	Account booking code / Budget code / Project code				
6.	Details of advance	<b>Amount</b>	<b>Date of Receipt</b>	<b>Token No.</b>	<b>Voucher No.</b>
7.	Excess / Shortage advance adjustment				
8.	Refund receipt no. (If any)				

**INSTRUCTIONS FOR ADJUSTMENT OF ADVANCE**

(Mark the tick for the following)

- All original bills are enclosed.
- All vouchers are duly certified.
- Recommended & verified by HoD/PI.
- Necessary LPC approval is enclosed.
- Admin approval for advance sanction is enclosed.
- Advance adjustment within prescribed time limit.

(Signature)

(Recommendation of the head of the department)

**SPACE FOR FINANCE/SRIC/PAYING AUTHORITY**

A large, empty rectangular box with a thin black border, occupying the central portion of the page. It is intended for a signature or stamp from the finance, SRIC, or paying authority.