



INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE- 247667

PROFORMA FOR ADVANCE ADJUSTMENT

DEAN SRIC/ F&P

Please find enclosed herewith necessary documents for adjustment against Letter of Credit(LC)/Wire Transfer/FDD/Sight Draft for (amount in foreign Currency) against PO. No..... in favor of M/s..... (Rs.....) Taken Vide Cheque No..... dated..... against Grant No.

Total Credit amount in the Bank	Total amount charged by the Bank
Amount Transferred to the Bank Rs.	Bill Amount Rs.
Interest Given (Credited) by Bank Rs.	LC /Wire Transfer Charges Rs.
Total: Rs	Any other Charges Rs.
	Total : Rs

Net Balance (-/+) Rs.[*(-) if debit or (+) if Credit]

It is therefore requested that above amount of (as shown in C above) Rs.may please be got Debit/Credit in Grant Code.to adjust the advance taken against the said purchase.

(Signature with Stamp)