



INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE- 247667

ADVANCE ADJUSTMENT AGAINST BANK GUARANTEE

DEAN SRIC/ F&P

Please find enclosed herewith necessary documents for adjustment against Bank Guarantee (Bank Name & No.).....for (Amount in INR)against PO. No.....in favor of M/s..... (Rs.....) Taken Vide Cheque No.....dated..... against Grant No.

(A) Details of Advance against B.G	(B) Details of Adjustment
Amount of Advance	Bill Amount
Rs.	Rs.....
Other	Any other Charges Rs
Total: Rs	Total : Rs.

It is requested that above advance may please be adjusted against the said purchase.

(Signature with Stamp)