



INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
ROORKEE- 247 667

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. _____

A. Total Credit amount in the Bank

1. Amount Transferred to the Bank
Rs. _____
2. Interest Given (Credited) by
Bank
Rs. _____
Total: Rs _____

B. Total amount charged by the Bank

1. Bill Amount
Rs. _____
2. LC Opening Charges
Rs. _____
3. Any other Charges Rs. _____
Total :
Rs. _____

C. 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)