

**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY**

Form for Advance from Departmental Fund

Name of the Student					
Department		Programme		Roll No.	
Name and Address of the Conference allowed to attend					
Duration		Date of journey		Date of return	
Name/No. of the Departmental Fund					
Amount of Departmental Fund Sanctioned		Rs. _____ (Rupees _____)			
<p>Advance granted from the Departmental Fund to me shall be utilized for the purpose of expenditures involved in attending the conference/Seminar/Meeting only.</p> <p align="right">Signature of the Student</p>					
<p>Advance of Rs _____, (Rupees _____) granted from the Departmental Fund to my student Mr./Ms. _____ be drawn in my name. I assure that the Advance granted to him/her will be utilized for the designated purpose only. I undertake to get the Advance settled by my student within the stipulated period of 10 days after his/her return from the Journey.</p> <p>Name of Supervisor: _____</p> <p>Salary Code: _____</p> <p align="right">Signature of the Supervisor</p>					
<p>An advance of Rs. _____ (Rupees _____) from the Departmental Fund bearing No. _____ is recommended to the Dean (RM) to be sanctioned in favor of Prof. _____, Supervisor of Mr./Ms. _____, Roll No. _____ for attending Intl. Conf. _____</p> <p align="right">Signature of HOD</p>					
<p>Advance of Rs. _____ from the Departmental Fund as recommended by Head of the dept. _____ is hereby sanctioned for payment as mentioned above.</p> <p align="right">Dean (RM.)</p>					