

**DEPARTMENT OF ELECTRICAL ENGINEERING
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**

No. EED/Adjustment/

Dated:

Dean (F&P)/SRIC
I.I.T. Roorkee

Subject: Adjustment of advance of Rs. _____ (In words Rs
_____) taken

vide Vr. No. _____

Dated _____ Grant No. _____

Enclosed please find herewith..... no. of cash memo(s) for adjustment of above advance as per the details given below.

S.No.	Cash Memo		Particulars	Amount
	R. No.	Date		
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
Total				

Advance taken Rs. _____

Balance to be paid to the undersigned Rs. _____

It is requested to please adjust the above advance of Rs. _____ (In words Rs.
_____)

Signature:

Name:

Designation:

Employee No.: