



## Indian Institute of Technology Kanpur Office of the Dean Students' Affairs

### Form for Consumable and Contingency Advance

Sr. No.	Content	Details
1	Name of Council / Festival	
2	Name of Club/ Head (in case of festival)	
3	Name of Student	
4	Roll No	
5	Amount of Advance required Rs. (In figure)	
6	Amount of Advance required Rs. (In Word)	
7	Purpose of Advance	

#### Previous advance (s) drawn (if any) during current financial year

No of advance Pending	
Total amount of Pending Advance	Rs.

**Note:** I have read the terms and condition given in this form and I will abide by them.

**Date:**

**Signature of the applicant**

#### Recommended for Approvals

	Recommended by	Sanctioned by
<b>Finance Convenor/ Head Finance</b>	<b>Faculty Counsellor/ Festival Chairman</b>	<b>ADSA/ DOSA</b>

#### For Office use:

Amount (filled by Gymkhana Office)	Rs.	Available Balance (filled by Gymkhana Office)	Rs.
<b>Gymkhana Office</b>		<b>Dealing Assistant (DOSA Office)</b>	

#### Terms & Conditions:

1. Contingency/ Consumable advance cannot be used for non-consumables, equipment, books and travel.
2. The adjustment of bills, along with balances, if any, must be submitted/rendered by the concerned student within fifteen days (15) of receipt of advance, failing which the advance or balance shall be recovered through fines.