

Dear Sir/Madam,

Immediately following the workshop, within ten days, we require a settlement from you about the expenses. Settlement of the advance quickly is extremely important for us at IIT Bombay; hence we request you to settle at your earliest.

List of documents required for settlement of advance for FOSSEE Project, (MHRD), IIT Bombay.

- 1.Utilization Certificate and Audited report for the expenses incurred for the workshop - certified by a C.A. with stamp.
- 2.We prefer receiving all original bills. However, photocopy is acceptable (and required) for all bills.
- 3.Receipt & Payment Account during the workshop for settlement signed by the Principal or Authorized Head of the workshop-conducting-college/institution.
- 4.Remaining balance by DD in favor of “**Registrar, IIT Bombay.**” Payable at Mumbai.
- 5.If FOSSEE Project is pay to workshop conducting institute/college, then the DD amount should be paid in whose favor : this information is required.

Please send by post to the contact person.

We thank you once again for taking care of workshop arrangements.

With best regards.

.....,
CHARTERED ACCOUNTANTS.

College Name:

GRANT UTILIZATION CERTIFICATE

This is to certify that the grant of Rs./- was received byinstitute/college for conducting “WORKSHOP on FOSSEE Project, (MHRD)” during Datesto as per e-mail sanction letter on dated from Prof. IITB by demand draft/cheque number ofbank, branch, dated

The details of utilization are as per the statement attached to the certificate.

Amount of Rs...../- has been utilized and the balance amount is Rs...../-

FOR.....
CHARTERED ACCOUNTANTS

Note : (signed with C.A. stamp)

