

LOAN ACCOUNT NO: _____

The Asst. General Manager
State Bank of India
IIT Powai Branch, Mumbai-76

Date: _____

Dear Sir,

DISBURSEMENT OF SCHOLAR LOAN

I have been sanctioned Scholar Loan of Rs. _____/- from your branch. At present I am studying in _____ (Semester) _____ (Year) of _____ (course name) at IIT Bombay. I have to pay the fees for next semester i.e. _____ semester for which registration process has started. I have submitted all my previous receipts in original & copies of progress/exam results.

Kindly arrange to debit my loan account no. _____ & disburse me following expenditure for my study during _____ semester.

| <u>Purpose/Particulars</u> | <u>Cheque/DD favouring</u> | <u>Amount</u> |
|----------------------------|----------------------------------------|---------------|
| 1. Semester Fee | THE REGISTRAR, IIT BOMBAY | Rs. _____ |
| 2. Mess advance Fee | THE WARDEN, HOSTEL NO ____, IIT BOMBAY | Rs. _____ |
| 3. _____ | _____ | Rs. _____ |

Kindly debit my SB A/c No _____ by Rs. _____ for margin money. I undertake to produce you the original receipts at the earliest.

Due Date of payment of Fees: _____

Remarks if any:

Thanking You.

Yours faithfully,

Signature
Name of Student : _____
Hostel address : No _____ Room No _____
Roll No : _____
Course : _____
Batch : _____
Course End date : _____
E-mail Id : _____
Contact No (Self) : _____
Contact No(Parent) : _____
Permanent address : _____

| | |
|---------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Office Use: | Date:..... |
| Limit | : Rs. _____ |
| Disbursed Amt. | : Rs. _____ |
| Undrawn Amt. | : Rs. _____ |
| To be disbursed Amt | : Rs. _____ |
| Margin money if any | : Rs. _____ |
| Total disbursement | : Rs. _____ |
| Remaining undrawn Amt | : Rs. _____ |
| Recommendation: All Terms & Conditions of disbursement complied. We may partially disburse the loan of Rs. _____ . | |
| Pending: | |
| Please approve. | Approved |
| Disbursement Officer | Manager/Chief Manager |