



**Form for Advance Settlement**

**Proc No. for sanctioned advance with date:**

(Enclose the proceeding copy)

Name of the Applicant:

Designation:

Employee/Staff ID No:

Department/Section:

**Details of the Advance**

Advance amount sanctioned (Rs.)	
Advance amount credited date	
Purpose for which advance was granted	
Total Expenditure (Rs.)	
Balance / Reimbursement amount (Rs.)	
Balance amount Deposited in the Institute Account Receipt No: Date: Institute Account No:	Applicant bank account details if amount to be reimbursed. Account No: IFSC Code: Branch Name:
Source of Advance:	Institute Fund/ Project Fund/NSS/Others

\*\* Complete details are provided in the Annexure-01

If advance is not utilized / underutilized /utilized to purchase other items/ exceed the limit for which it was approved, mention reasons.

Enclose the approval letters from the competent authority if the advance amount utilized to purchase other items/ expenditure amount exceeds the limit of advance amount.

**Declaration of the Applicant:**

Certified that amount of advanced sanctioned has been utilized for the purpose for which it was sanctioned and rules have been followed for purchase of above material.

**Signature of the Applicant with date**

**Office Use**

Bills have been examined and found in order and as per approvals given by the competent Authority.

Verified by

Checked by

Comments/Approval by the Finance Officer

Comments/Approval by the Administrative officer

Comments/Approval by the Director

**Annexure-01**

Name of the employee:

Designation:

Staff/Employee ID:

Proceeding No. for sanctioned Advance:

<b>Summary of Bills/Invoices Submitted for Advance Settlement</b>					
S.No	Invoice/ Bill No	Invoice Date	Name of the Firm	Details of the item	Amount (Rs./)
Total expenditure amount in Rs./-					

Signature of the applicant with date