

**RAJDHANI COLLEGE**  
(UNIVERSITY OF DELHI)  
RAJA GARDEN, RING ROAD, NEW DELHI - 110015.  
**FORM FOR SANCTION / DRAWAL OF ADVANCE**

FOR ACCOUNTS SECTION ONLY

Dated : \_\_\_\_\_

1. No advance will be sanctioned until and unless the previous advance is settled.
2. Brief details of the purpose of advance and proposed expenditure be given in case the advance is required for organizing a function. The date and timings of the function should also be mentioned.
3. The account of advance will be submitted within a week from the last date of the function / activity.

Name of the Society / Activity : \_\_\_\_\_

Name of the Teacher In charge applying for sanction/advance : \_\_\_\_\_

Designation & Department of teacher : \_\_\_\_\_

Amount of Sanction / Advance Required : \_\_\_\_\_

Purpose of Sanction/ Advance : \_\_\_\_\_

In case the previous advance is not settled :

1. Date of drawal of advance : \_\_\_\_\_

2. Reasons of not settling the advance : \_\_\_\_\_

3. Account Submitted on, if any : \_\_\_\_\_

**Details of Estimated Expenditure**

S.no.	Items	Estimated Expenditure
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10		

Signature of the applicant

**FOR ACCOUNTS SECTION ONLY**

Advance of Rs. \_\_\_\_\_ (Rupees) \_\_\_\_\_

\_\_\_\_\_ may be sanctioned under the head \_\_\_\_\_

\_\_\_\_\_ Proposed expenditure of

(Rupees) \_\_\_\_\_

may be sanctioned under the head \_\_\_\_\_

_____	:	Name of the Society / Activity
_____	:	Name of the Teacher in charge
_____	:	Designation & Department of teacher
Deal Assistant	:	S.O.(Accounts)
_____	:	Bursar
_____	:	PRINCIPAL
_____	:	Purpose of sanction/ Advance
_____	:	In case the previous advance is not settled
_____	:	Date of drawal of advance
_____	:	Reasons of not settling the advance
_____	:	Account Submitted on, if any

Details of Estimated Expenditure

S.no.	Items	Estimated Expenditure
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Signature of the applicant