

# RAJDHANI COLLEGE

(UNIVERSITY OF DELHI)

RAJA GARDEN, RING ROAD, NEW DELHI-110015

## Form for Settlement of Advance

Drawn Vide Vr. No.....

Cheque No.....

Cheque Dated.....

The Principal,  
Rajdhani College  
New Delhi-110015

Madam,

I had drawn an advance of Rs.....out of Maint./Students Fund for the purpose of.....

Details of expenditure incurred are given below.

S.No.	C.M No.	Particulars	Amount	
			Rs.	P.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

The amount of Rs.....has been left unspent/ overspent. The amount of Rs.....may be allowed to be deposited / be sanctioned and re-imbursed to me and the advance may be settled.

Yours faithfully,

Signature.....

Name.....

Deptt.....

### FOR USE IN ACCOUNTS SECTION

1. Category of Advance M. Fund A/c No...../S.F. A/c No. 35.....
2. Advance drawn Rs.....
3. Amount Spent Rs.....
4. Amount Spent in excess Rs.....
5. Amount to be deposited/re-imbursed in settlement of the above advance Rs.....

Advance may be settled and unspent/overspent amount may be allowed to be deposited/re-imbursed.

Dealing Asstt.

S.O. (Accounts)

Bursar

Allowed/Sanctioned

PRINCIPAL