

SHAHEED BHAGAT SINGH(EVENING)COLLEGE
(UNIVERSITY OF DELHI)
Sheikh Sarai (Triveni) Phase-II, New Delhi110017

APPLICATION FOR GRANT OF ADVANCE FOR COLLEGE WORK

Name: _____ Department/Committee _____

Purpose of advance: _____

Amount of advance required Rs. _____

The detail Budget of the advance required is as under:

SNo.	Name of the item/ Requirement	Qty.Required	Amount(Rs.)	Remarks
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1.

2.

3.

4.

I certify that the amount requested above is the minimum, required for the purchase/execution of the jobs. I will render the proper accounts of this advance with supporting documents within a period of Two weeks but not later than a month in a special circumstances as required under the rules. If the amount of this advance is not submitted within a month I will raise no objection to the recovery of the same.

Dated _____

Signature of the Applicant

RECOMMENDATIONS:

Advance of Rs. _____ is sanctioned/not sanctioned.

A.O.

Principal

FOR OFFICE USE:

Previous Advance outstanding, if any: _____

Amount Sanctioned _____ Account settled on _____

Dealing Asstt.

S.O.(A/cs)

A.O.

Bursar

Principal