

LAKSHMIBAI COLLEGE, DELHI

Application for withdrawal of Advance

Dated :

1. Name _____ Designation (Incharge/Section Incharge Convenor/Organiser).
2. Amount of advance required _____
3. Purpose for which advance is required _____
4. Name of the Society/Committee which organise, for function _____
5. Name of the function with date for which advance is required _____
6. If advance is required for purchase, approximate amount of expenditure to be incurred (give details) _____
7. Date of the adjustment of previous advance taken if any _____

I HEREBY UNDERTAKE THAT NO PREVIOUS ADVANCE IS OUTSTANDING IN MY / OUR NAME

Signature _____

Date _____

A Sum of Rs. _____ my be sanctioned to Sh./Mrs./Miss _____

Incharge

Principal

FOR USE IN THE ACCOUNTS BRANCH

Passed for payment for Rs. _____ Debit head/Advance/Students Society Advance.

Assistant

S.O.(Accounts)

Bursar

Principal

Received Rs. _____ as advance for the purpose mentioned above. I undertake that I will settle the advance within the prescribed period.

Signature _____

Dated _____

CONDITIONS FOR THE SANCTION OF ADVANCE

1. The advance paid must be settled within seven days of its receipt.
2. In no case amount of advance be kept pending for more than 15 days.
3. In case function is postponed or not organised on the due date or purchases could not be made, advance taken must be refunded immediately.
4. Please note that holding public funds is a serious irregularity.
5. In case the advance is not settled within one month, the amount so drawn will be deducted from his/her salary without giving any notice.