

# Format for Settlement of Recoverable Advance

Date:- \_\_\_\_\_

Name: - \_\_\_\_\_

Designation :- \_\_\_\_\_ Deptt. \_\_\_\_\_

Advance sanctioned on \_\_\_\_\_ Vide Vr. No. \_\_\_\_\_

For Rs. \_\_\_\_\_ ( \_\_\_\_\_ only )

A/c Head \_\_\_\_\_

Amount of Advance Rs. \_\_\_\_\_

Amount Utilized Rs. \_\_\_\_\_

Balance Returned Rs. \_\_\_\_\_

Balance paid Rs. \_\_\_\_\_

The amount of Advance has been spent for which it was sanctioned.

Date :- \_\_\_\_\_

Signature of Advance Holder

Signature of HOD

\_\_\_\_\_  
(For Office Use Only)

Voucher No. \_\_\_\_\_

Advance sanctioned on \_\_\_\_\_ Vide Vr. No. \_\_\_\_\_ Dt: \_\_\_\_\_

Advance settled on \_\_\_\_\_ Amount of Advance \_\_\_\_\_

Amount utilized \_\_\_\_\_ Balance returned \_\_\_\_\_

Balance Payable \_\_\_\_\_

Cashier

I.A.O.

Dy. Reg. (Accts)

Dean (P & D)

Director