



# DEEN DAYAL UPADHYAYA COLLEGE

(UNIVERSITY OF DELHI)

## FORM FOR SETTLEMENT OF ADVANCE / IMPREST

Drawn vide Cheque No. ....dt.....

The Principal,  
Deen Dayal Upadhyaya College,  
Sector-3, Dwarka, New Delhi-110078

Sir,

I had drawn on advance of Rs.....out of Maintenance Grant/Student Society for the purpose of .....

**Details of expenditure incurred are given below :**

S.No.	C.M. NO.	DATE	PARTICULARS/NAME OF ITEMS	AMOUNT (in Rs.)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				

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

Yours faithfully

Date.....

Signature.....

Name.....

Applied in which capacity.....

### (FOR USE IN ACCOUNTS OFFICE)

1. Advance taken Rs. .... 2. Amount spent Rs. ....
3. Amount to be deposited / re-imbursed in settlement of the above advance Rs. ....  
(Rupees.....) Advance may be settled and unspent / overspent amount may be allowed to be deposited/ re-imbursed.

Dealing Asstt.

S.O. (A/C)

Admn. Officer

Bursar

Principal

Paid / deposited vide Cheque No./Receipt No. ....Dated.....for Rs. ....