



MOTILAL NEHRU COLLEGE

(UNIVERSITY OF DELHI)

Benito Juarez Marg, New Delhi-110021

(GENERAL ADVANCE FORM)

- NOTE: 1. The application for advance to be submitted at least a week in advance.
2. Resolution of the concerned Committee/Society supporting the advance be enclosed with the application form.
3. No advance will be sanctioned unless and until the previous account is settled.
4. In case advance is required for organizing a function, date of function and the time may be mentioned.
5. All items of expenditure have to be supported with Vouchers/Cash Memos, duly countersigned by the Incharge. No expenditure will be entertained without entry in the Stock Register.
6. The purchase above Rs. 25./- should be by quotation only.
7. The account of advance have to be submitted within a fortnight from the date of the receipt of advance, failing which the amount of advance will be refunded back to the College by me.

A Sum of Rs
Is required for meeting the expenditure in connection with

Details of the expenditure are as given under:-

| | <i>Item of Exp.</i> | <i>Amount</i> | <i>Remark if any</i> |
|----|---------------------|---------------|----------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |

Total amount demanded.

Budgeted Amount :

Amount already spent/Advanced :

Balance :

Dated

Signature of Applicant

Designation :