



NATIONAL SANSKRIT UNIVERSITY TIRUPATI – 517 507
(Central University)

ADVANCE ADJUSTMENT BILL

To

Date:

The Registrar
National Sanskrit University
TIRUPATI

Sir,

Sub:- Submission of bills in respect of Temporary Advance Availed by me –Reg.

I am submitting _____ (Nos.) Vouchers for a sum of Rs. _____ (Rupees) _____ only) in respect of temporary Advance of Rs _____ taken by me on _____ towards _____ The excess amount of Rs _____ incurred by me in respect of the above advance may kindly be reimbursed to me. The unspent balance of Rs. _____ is paid to office on _____ days.

Yours faithfully

Signature :
Name :
Designation :

FOR OFFICE USE ONLY

Sanction of the undersigned is hereby accorded to incur the above expenditure to the tune of Rs. _____ from the funds of the Grant-in-aid/other under the budget head _____ of _____

Clerk/Asst. S.O A.R D.R F.O Registrar
Passed for Rs. _____ (Rupees) _____ only)

Advance amount sanctioned on _____ Rs. _____
Vouchers submitted for _____ Rs. _____
Excess/Shortage payable/Recoverable _____ Rs. _____

Clark S.O (Accts) A.R (F&A) F.O Registrar

DETAILS OF VOUCHERS SUBMITTED

FOR THE ADVANCE SANCTIONED TO ME ON _____

Sl.No	Bill No	Date	Company	Amount (Rs)

Certified that the above bills amounts have been paid by me from the advance amount

Signature with Designation