

STATEMENT OF ACCOUNTS FOR SETTLEMENT OF TEMPORARY ADVANCE

Sl. No.	Content	Details
1.	Project No.	
2.	Name of advance holder	
3.	Department	
4.	Type of Advance:	1) Consumables 2) Non-consumables 3) Contingency 3) TA 4) Others
5.	Advance Ref. No. & Date	
6.	Amount of advance drawn and date	Rs.
7.	Amount Payable/refundable	Rs.
8.	Balance after adjustment	

S No:	Date	Cash Memo / Receipt	Suppliers Name	Particulars of item	Amount Rs.	Stock Register #. & Page #.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

I hereby certify that the: 1) Cash purchases were made for the items that were needed urgently. 2) Goods purchased were inspected before acceptance. 3) Prices paid are the cheapest 4) Items purchased are entered in the Stock Register.

Signature of the Advance Holder	Signature of Project Investigator
--	--

For R&D Office Use Only

		Recommended	Approved
Assistant	Superintendent	Assistant Registrar (R&D)	Dean, R&D