

PITAM PURA GOBIND SINGH COLLEGE OF COMMERCE
 (UNIVERSITY OF DELHI)
 PITAM PURA, DELHI--110034

GENERAL ADVANCE FORM

(ADVANCE MUST BE SETTLED WITHIN 15 DAYS FROM THE DATE OF RELEASE OF ADVANCE)

S. NO.	CONTENTS	DETAILS
1	Name of employees (Write in Block letters)	
2(a)	Purpose of Advance	
2(b)	Amount of Advance	Rs...../(Rs.....)
3	Propose date of completion of activity	
4	Details of any previous advance which has not been settled	Date of Advance..... Cheque No..... Purpose..... Reason for delay in settlement.
5	Declaration by Employee	1. Certified that the advance is urgently required for proper functioning of the department and required material is not available in store. 2. Above mentioned details are true and correct to the best of my knowledge and belief. 3. I promise to settle the advance within 15 days from the release of advance in prescribed format with all original bills/delivery challans invoices/cash memos and vouchers duly signed and verified by me. 4. I promise that I will not pay more than INR 20,000/- to any person in cash. <p align="right">(Signature & Name of employee).</p>
6	Signature of recommending authority	
7	Signature of the competent authority having Financial Power to sanction & release advance	
8	Date of Submission of form in	ACCOUNTS BRANCH

