



Form 7 : Form for Advance Settlement

Date:

01. Advance taken in favour of _____
02. Advance taken from (a) Institute funds (b) Project funds _____
03. Specifications/Particulars for advance Utilised:

| Sl. No. | Vendor/ Supplier name | Description of the item/ service procured | Qty. | Price | Remarks |
|---------|-----------------------|---|------|-------|---------|
| | | | | | |
| | | | | | |
| | | | | | |
| | Grant Total | | | | |

04. Reasons for deviation/excess/short payment (if any)

05. Excess approval required/ Details of amount returned to Institute (if any)

Certified that the Advance was used for the purpose it was taken and returned back/ settled within the stipulated time frame.

(Dated signature of the Indenting Faculty/Official with designation)

(Dated signature of the HoD)

Internal Auditor

(Finance & Accounts Division - F&A)

Accountant

Fin & Accts officer

(Recommended)

Registrar

(Remarks of Financial Authority): APPROVED / NOT APPROVED

DIRECTOR