



SHAHEED BHAGAT SINGH COLLEGE

(UNIVERSITY OF DELHI)

Sheikh Sarai (Triveni) Phase-II, New Delhi-110 017

APPLICATION FOR GRANT OF ADVANCE FOR COLLEGE WORK/EVENT

Name : _____ Department: _____

Purpose of Advance : _____

Amount of Advance required Rs. _____

The detailed budget of the advance requested is as under :-

S.No.	Name of the Item/ Event	Qty. Reqd.	Name of Firm	Amount	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

I certify that the amount requested above is the minimum, required for the purchase/execution of the jobs/event. I will render the proper accounts of this advance with supporting documents within a period of one week but not later than a month in a special circumstances as required under the rules. If the amount of this advance is not submitted within a month, I will not raise any objection to the recovery of the same from my salary.

Date _____

Signature of the Applicant _____

RECOMMENDATION

Advance of Rs. _____ recommended

Sanctioned

S.O./A.O. / Incharge

Principal