



Form: F. 10

INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, AMARKANTAK (M.P.)
GENERAL ADVANCE SETTLEMENT FORM

This form should not be used for settlement of TA/DA advance

1.	Name of the Applicant				
2.	Designation				
3.	Department				
4.	Details of advance	Amount of advance sanctioned Rs :			
		Date of advance:			
		Date of settlement:			
		Source of Advance:	Institute Fund/ Project Fund		
5.	Purpose for which advance was granted				
6.	If advance is not utilized / or utilized for other purposes for which it was approved, mention reasons there of;				
Summary of bills/invoices attached for settlement of advance					
S. No.	Invoice/ Bill No.	Invoice Date	Name of Firm	Details of items	Amount (Rs)
1					
2					
3					
4					
5					
6					
7					
If required , enclose separate sheet as per above format					
Total Expenditure (Rs)					
Less: Amount of advance (Rs)					
Balance amount receivable / payable from/to Mr / Ms / Prof/Dr					
Declaration by employee		Certified that amount of advanced sanctioned has been utilized for the purpose for which it was sanctioned and GFR-2005 rules have been followed for purchase of above material. <p style="text-align: right;">Signature of the Applicant</p>			
Bills have been examined and found in order and as per approval given by the competent Authority.					
DA/SO		AR/DR		Finance Officer	
Signature of the Approving Authority having financial power for adjustment of above bills/ sanction of amount expended over the advance amount				Vice-Chancellor	

Forwarded to the Finance Section for Settlement of advance.