



राजीव गाँधी पेट्रोलियम प्रौद्योगिकी संस्थान
(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय महत्व का एक संस्थान)
Rajiv Gandhi Institute of Petroleum Technology
(An Institution of National Importance established under an Act of Parliament)
Jais, Amethi- 229304, UP, India. Website: www.rgipt.ac.in

Ref. No: _____

Date: _____

ADVANCE SETTLEMENT FORM

Name: _____

Designation: _____ Deptt./Office: _____

Amount of Advance _____ (in words) _____

Advance taken on: _____ Vide Department Bill No. & Date: _____

Advance Book (AB) No.: _____ Dated _____ Diary Voucher No. with date: _____

Amount Utilized _____ (in words) _____

Balance returned/payable: _____ (in words) _____

- 1) Certified that the articles mentioned in the Summary of Expenditure have been correctly received and entered in the stock Book as stated on each voucher and the rates charged are proper.
- 2) Certified that the expenditure has been actually incurred and amounts have been paid. All the attached vouchers are original.
- 3) The sanction of the Registrar/Dean/Director on the order for the articles, covered by this bill was obtained vide order no.

_____ Dated _____ for Rs. _____

Checked and found within the limits

HoD/Unit/P.I./Coordinator

(For Office Use Only)

Signature of Employee

Advance paid vide Voucher No. _____ Dated: _____ Advance Settled on _____

Amount of Advance (in Rs.) _____ Amount Utilized (in Rs.) _____

Balance Payable (in Rs.) _____ Balance Returned (in Rs.) _____

Bills have been examined and found in order and as per the approval given by the competent Authority.

Dealing Assistant (A/c)

Superintendent (A/c)

Assistant Registrar (A/c)

HoD/Associate Dean

Dean/Registrar

DIRECTOR



Signature of HOD/Section Head/Coordinator