

## राष्ट्रीय प्रौद्योगिकी संस्थान मिजोरम NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM

(An Institution of National Importance under the Ministry of Education, Govt. of India) Chaltlang, Aizawl, Mizoram – 796012

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REF. FILE No.	

## Format for Settlement of Recoverable Advance/Imprest

Name of Employee			
Designation & Deptt.			
Advance Sanction Bill No.		Date:	
Account Head of Expenditure		•	
Amount of Advance Sanctioned	l ₹.		
Amount Utilised	₹.		
Balance Returned	₹.		
Balance Paid	₹.		
The amount of Advance has be	_	vas sanctioned. nature of Advance Holder	
	Signature of HOD		
	(For Office Use Onl	ly)	
Voucher. No	Date:		
Advance Sanctioned on	Vide Vr. No	Vide Vr. No Date:	
Advance Settled on	Amount of Advance ₹		
Amount Utilised: ₹	Balance Returned ₹		
Balance Payable: ₹			
·			
Name of Account			
Account Number			
36			
Major Head:			
Major Head: Sub-Head:		₹.	
		₹.	

Superintendent

Registrar

Accountant

**Director** 

Deputy Registrar