



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	₹.	
Amount Utilised	₹.	
Balance Returned	₹.	
Balance Paid	₹.	

The amount of Advance has been spent for which it was sanctioned.

Date:- _____

Signature of Advance Holder

Signature of HOD

(For Office Use Only)

Voucher. No. _____ Date: _____

Advance Sanctioned on _____ Vide Vr. No. _____ Date: _____

Advance Settled on _____ Amount of Advance ₹. _____

Amount Utilised: ₹. _____ Balance Returned ₹. _____

Balance Payable: ₹. _____

Name of Account		
Account Number		
Major Head:		
Sub-Head:		₹.
		₹.
		₹.
		₹.

Accountant

Superintendent

Deputy Registrar

Registrar

Director