

# KAMALA NEHRU COLLEGE

(University of Delhi)

AUGUST KRANTI MARG, NEW DELHI-110049

## APPLICATION FORM FOR TAKING ADVANCE FOR OFFICE USE

(To be Submitted at least in a Week in advance)

The Principal,  
Kamala Nehru College,  
August Kranti Marg,  
New Delhi-110049.

Madam,

Kindly sanction payment of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_) to me to incur expenditure for \_\_\_\_\_ the  
meeting/function to be held on \_\_\_\_\_ estimate or the local purchase as per given  
below :-

<u>Items</u>	<u>Estimated Expenditure</u>
1. Prizes	Rs. _____
2. Conveyance	Rs. _____
3. Tea, Drinks, Eatables	Rs. _____
4. Miscellaneous Items	Rs. _____
5. Others	Rs. _____
<b>Total</b>	<b>Rs. _____</b>

**I will render the necessary accounts with in a week.**

The expenditure will be incurred after inquiring rates from the market and approval from the Principal.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Full Name .....

Deptt. ....

No advance will be sanctioned until and unless the previous account is settled.

S O. A/cs

S.O. Admn.

A.O.

Principal