JAWAHAR NAVODAYA VIDYALAYA _____

ADVANCE SETTLEMENT FORM FOR MATERIALS PURCHASE

| Sl. | Contents | Details | |
|---|---|---|---|
| 1 | Name of employee/ Designation | | |
| 2 | Details of Advances<br><br>AMOUNT ₹_____ | a.Vide Cash / Cheque No. | |
| | | b.Date of receipt of advance | |
| | | c.Due Date of settlement (15 days from date in "b" above) | |
| | | d.Actual Date of settlement | |
| | | e.Reasons for not settlement in time | |
| 3 | Give reasons if advance is not utilised / or utilised for unapproved purposes. | | |

Summary of bills/ invoices attached for settlement of advance

| Sl No | Invoice date | Particulars | (Vendor Name / Purpose) | Amount (₹) |
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| | | | Total Expenditure | |
| | | | Total amount of Advance | |
| | | | Balance | |

Certified that material has entered in stock register & the amount advanced has been utilized for the purpose for which advance was sanctioned and all the above material purchased after proper market survey.

Date of Settlement _____ Signature of Employee /Stock in charge

Bills admitted for `_____(Rupees_____ _____ _____)

Balance amount Receivable/ Payable from Mr./Ms./Dr. _____

UDC DDO