



श्री वेंकटेश्वर महाविद्यालय
(दिल्ली विश्वविद्यालय)
Sri Venkateswara College
(University of Delhi)
NAAC Grade A+



Sanction/Advance Form

The Principal

Sri Venkateswara College
Dhuala Kuan
New Delhi-110021

- (1) Maintenance Grant Account
- (2) Students Societies Account
- (3) Special Grant (M/Grant) Account
- (4) T.T.D Account

Madam/Sir,

Kindly accord your sanction for a sum of Rs (Rupees.....
.....only) for the purpose of
For the Department ofout ofFund/Grant.

The articles given in the list have been approved by the Purchase Committee of the Department at its meeting held on

- | | |
|--|---------|
| 1. Total Budget allotment of the Department | Rs..... |
| 2. Amount of the previous Bills sent for payment | Rs..... |
| 3. Pending Bills with the Department for payment | Rs..... |
| 4. Amount of the proposed Sanction/Advance | Rs..... |
| 5. Total Amount of the Bills up to date (2+3+4) | Rs..... |
| 6. Balance of the Budget allotment of the Department | Rs..... |

This is to certify that the Quotations/Estimates for the articles to be purchased (list attached) or the work to be executed have been obtained, and are in order.

It is further certified that the articles purchased have been received in good condition and the stock entries have been made in the relevant Stock Register/ or the construction/repair work required to be done, has actually been done to our satisfaction.

Note: - Please note that Advance Sanctioned is to be settled within 30 days of being sanctioned. It may further be noted that it is mandatory for closure of settlement of advances well before the date of the closure of books of accounts of the college for the current financial year.

Signature of the Staff

Dated NameDepartment/Society
(In capital Letters)

Remarks by the Accounts Department :

Dealing Assistant

Section Officer

Administrative Officer

Dated:

Recommended for Sanction of Rs
(Rupees)

Approved

Section Officer

Administrative Officer

Bursar

Principal

Dated:

Received an amount of Rs by Cash/Cheque No

Recipient's Signature with date