नेशनल इंस्टिट्यूट ऑफ फाउंड्री एंड फोर्ज टेक्नोलॉजी
(मानव संसाधन विकास मंत्रालय के अधीन एक स्वायत्त संस्थान)
NATIONAL INSTITUTE OF FOUNDRY & FORGE TECHNOLOGY
(An Autonomous Institute of Govt. of India Under the MHRD Department of Secondary & Higher Education, New Delhi)
हटिया, राँची – 834003 (झारखण्ड) / HATIA, RANCHI – 834 003 (JHARKHAND)
भंडार एवं क्रय अनुभाग - STORE & PURCHASE SECTION

Form No. – SP/07

ADJUSTMENT OF CONTINGENT ADVANCE

I have drawn an amount of Rs. …… on …… for ……

…….... (copy of advance approval form attached). I hereby submit the settlement of advance drawn:

Sl. No.	Description	Name of the Firm	Bill No. and Date	Amount (Rs.)
			Total:	

The unutilized amount of Rs. …… is refunded herewith / excess amount may be reimbursed. It is requested to settle the advance drawn.

Duly verified, Cash Memos / receipts are enclosed herewith

Signature of Applicant

Date:

Name: ……..

Designation: ……..

For Office Use Only

Approved / Not Approve :

REGISTRAR