



Sub- Adjustment of Ad-hoc advance- reg.

1. I had drawn a advance of Rs..... (Rupees.....
.....on behalf of
..... for the purpose of.....
Vide No.SRB No..... Dated.....out of which total expenditure incurred
is Rs..... (Rupees.....
.....) for the purpose ad-hoc was ranted as per details enclosed
along with paid voucher in original.
2. Balance amount of Rs..... (Rupees
.....) For the given purpose is deposited
in the institute'saccount vide TR. No..... Dated.....
3. As per the details above against the ad-hoc advance of Rs.....actual
expenditure incurred is Rs..... As such excess expenditure of
Rs.....may kindly be reimbursed to me/.....
4. Expenditure sanction of Rs..... (Rupees
.....) For actual expenditure as details above may also
kindly be accorded so that the adjustment accounts furnished.

Name.....

Signature.....

Designation.....

Dated.....

Expenditure Details

[illegible]