

DYAL SINGH COLLEGE, LODHI ROAD, NEW DELHI

SANCTION FORM

Principal,
Dyal Singh College,

Dear Sir,

Please sanction Rs. ----- for holding -----(Name of activity) of ----- (Department/ Society) to be held on -----(date). The tentative budget for holding the above

mentioned events is as under

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Please allow release of an advance of Rs. ----- in my (Name of Employee) name.

I undertake to submit the statement of accounts with verified bills and settle the same within one month from the date of holding the activity for which advance is sanctioned or latest by 20th March of the ongoing financial year, whichever is earlier.

That in case of Non-Submission of statement of accounts/Non settling of accounts, college reserves the right to recover the said amount from my salary.

Dated

Account Details for transfer of Funds:

A/C No

IFSC Code

Signature of Employee

Full Name

Mobile No.

E- Mail

Signature of Principal

FOR OFFICE USE ONLY

Balance available -----

Date of Disbursement of advance-----

Date of Submission of Statement of Account-----

Date of Adjustment of Bill-----

Balance Received-----

Dealing Asst.

S.O. Accounts

Admin Officer

Principal

Advance farm