Form No.19

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 Number 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.

Date:_____ _____
Name & Signature of Applicant

FOR OFFICE USE ONLY

Approved / Not Approved

Head of Office

Finance Officer