



राष्ट्रीय प्रौद्योगिकी संस्थान मिज़ोरम
NATIONAL INSTITUTE OF TECHNOLOGY MIZORAM

(An Institution of National Importance under Ministry of Education, Govt. of India)

चलत्लांग, आइज़ोल, मिज़ोरम / CHALTLANG, AIZAWL, MIZORAM – 796012

Phone: 0389 - 2391236 / 2391774 / 2391699 Email: registraroffice@nitmz.ac.in Website: www.nitmz.ac.in

REF. FILE No. _____

Format for Settlement of Recoverable Advance/Imprest

Name of Employee		
Designation & Department		
Advance Sanction Bill No.		Date:
Account Head of Expenditure		
Amount of Advance Sanctioned	₹	
Amount Utilised	₹	
Balance Returned	₹	
Balance Paid	₹	

The amount of Advance has been spent for which it was sanctioned.

Date:- _____

Signature of Advance Holder

Signature of HOD

(For Office Use Only)

Voucher. No. _____

Date: _____

Advance Sanctioned on _____ Vide Vr. No. _____ Date: _____

Advance Settled on _____ Amount of Advance ₹ _____

Amount Utilised: ₹ _____ Balance Returned ₹ _____

Balance Payable: ₹ _____

Name of Account		
Account Number		
Major Head:		
Sub-Head:		₹
Description:		₹
		₹
		₹

Superintendent (Accounts)

Senior Superintendent

Assistant Registrar