INDIAN MARITIME UNIVERSITY

(A Central University, Govt.of India)

HEADQUARTERS

TEMPORARY ADVANCE SETTLEMENT

(This Form shall be used for advances other than Travelling Advance)

Advance Taken By. (With Designation)	**Advance Amt.**	**Advance Dt.**	**Advance Vr.no.**

Sl. No.	Bill/ Receipt Inv. No.	Particulars	Amount	Expenses Towards
		TOTAL		

Certified that I/We have spent the above amount for the Bonafide Purpose for which Advance was taken and not claimed anywhere. May please be settled against my/our advance.

Signature of Applicant DR/AR/AE (Concerned Dept.)

Registrar **Finance Officer** **DR (F&A)** **Head of Section**

(This Settlement of Advance is closed only by obtaining Approval of the above Authorised signatory and duly submitting it to Accounts Department.)

Settlement submitted by *Settlement Received by*

Balance amount of Rs……Refunded/Paid towards Rt.No. / Vr.No…… Date……..……

Prepared By Checked by DR (F&A)