

DELHI COLLEGE OF ARTS AND COMMERCE
(UNIVERSITY OF DELHI)
NETAJI NAGAR, NEW DELHI - 110023

Application for prior permission of the Principal for getting Advance /Sanction.

To,
The Principal,
Delhi College of Arts & Commerce
New Delhi-110023

M.G. A/c ----- S.S. A/c
Dev. A/c - Delhi Admn.A./c

Sir,
Kindly advance /sanction a sum of
Rs.....(Rupees.....) in connection
withPurpose.

The estimated expenditure item-wise is given below:

1.
2.
3.
4. Details of previous advance if any.....

I shall submit the account of the advance within a week's time after the purchases.

Date.....

.....
Signature
Name
Designation

Recommended
Signature
Name
Designation

Sanctioned for Rs.....
(Rupees.....only)

S.O.(Accounts) A.O.(Accounts) Bursar Principal

Received Rs.....
(Rupees.....
.....only)

Signature.....
Date.....