

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 and Commerce
Netaji Nagar, New Delhi-110023

Sir,
Kindly sanction an advance of Rs.....
(Rupees.....) in connection
with..... purpose.

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.

Signature.....
Name.....
Designation.....
Date:

Recommended By:
Signature.....
Name.....
Designation.....

Sanctioned for Rs.....
(Rupees.....) Only).

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

Receipt/Pre-receipt for Rs.....(Rupees.....) Only/-) and
a Certificate in regard to aforesaid advance.

Signature of the Claimant with date.....

Delhi College of Arts & Commerce, Netaji Nagar, New Delhi-110023

Certificate

Dated: _____

Certified that a sum of Rs.....
(Rupees.....) Only) has been
sanctioned/transferred to Mr./Mrs./Ms..... on in
connection with purpose.

Aforesaid amount is not a part of his/her salary.

PRINCIPAL
(Stamp of the College)