

Voucher No. _____

Date _____

SAINIK SCHOOL JHUNJHUNU
APPLICATION FOR DRAWING OF ADVANCE

To

The Principal
Sainik School Jhunjhunu

Sir,

Kindly allow me to draw an advance of
Rs _____ (Rupees _____ Only)
for _____.

2. I am personally responsible to refund the balance of the advance within 2 days and submit all relevant Bills/Invoice within 07 days after completion of work / advance taken, upon reporting back to school.

3. In case of non -submission of balance amount within stipulated timeframe, I will pay interest @14% p.a for the amount taken.

Your faithfully

Sign : _____

Name : _____

Designation : _____

Previous advance, if any _____

Reference No. _____ Dated _____

Drawing such advance for purchase _____

Date of Settlement of Previous Advance _____

(Signature of the Accountant)

(Signature of Applicant) _____

Dated _____

Recommended/Not Recommended

Sanctioned/Not Sanctioned

ADM OFFICER/VICE PRINCIPAL

PRINCIPAL

Dated: _____

CASH/CHEQ RECEIPT

Received from the Principal Sainik School Jhunjhunu an advance of Rs. _____
(Rupees _____)
for _____
vide Cash/Cheque No. _____ dated _____

Signature of the recipient

Name _____

Designation _____

Dated: _____