

**NATIONAL INSTITUTE OF TECHNOLOGY CALICUT  
SETTLEMENT OF ADVANCE / REIMBURSEMENT FROM R & C PROJECT/SCHEME**

File No. (as in the AS&FS). ..... Date of AS&FS: .....

Name & Designation of Staff ..... Ph. No.....

Amount of Advance/Reimbursement Rs. .... Project/scheme subhead.....

Balance available in project/scheme subhead as on this request date.....

Purpose .....

Project/scheme details: .....

Project Account No.: ..... If account No. is not applicable, write the scheme.....

Sl. No	Bill No./ Date Voucher	Particulars	Amount	
			Rs.	Ps.
		Total		

**A: In the case of advance settlement:** Fill any of (a) or (b) given below and (c) must be filled  
 (a) Amount Refunded if any: Rs ..... (Receipt No.: .....)

(b) Amount to be reimbursed if any: Rupees ..... (in words.....)

(c) PV No. & Date .....

**B: In the case of reimbursement:** It is requested that kindly reimburse the amount of Rs..... (In words.....)

Certified that the expenditure incurred (given above in table) was for the purpose of advance/reimbursement was drawn and is as per GFR/NITC guidelines. The bills/receipts submitted are fair and correct, as per my knowledge.

Date .....Signature of PI/Coordinator .....

Name of Dept. .... Endorsement of Head of Dept./Section .....

**FOR OFFICE USE**

Passed for Rs. .... Rupees .....) by  
 adjustment against the advance of Rs. .... Drawn vide .....

Amount to be reimbursed Rs. ....

Verified by Section ..... Dean (R&C) .....