# 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…………

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

A: In the **case of advance settlement**: Fill any of (a) or (b) given below and (c) must be filled

1. Amount Refunded if any: Rs ………………………………………… (Receipt No.: …………………………………)
2. 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 ……………….

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Passed for Rs. ……………………. Rupees ) by

adjustment against the advance of Rs. ……………………… Drawn vide ……………………………………………..

Amount to be reimbursed Rs. …………………………….

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