

SRI GURU NANAK DEV KHALSA COLLEGE

NEW DELHI-110005

(Application for grant of advance for purchases)

To
The Principal
Sri Guru Nanak Dev Khalsa College
New Delhi - 110005.

Sir,

Kindly sanction an advance of Rs. _____ (Rupees _____
_____) in connection with _____
_____ (Purpose)

The estimated expenditure item-wise is given below :—

1. _____
2. _____
3. _____
4. _____

Date _____

Signature

Recommended

Section Officer Accounts

Bursar

Sanction Rs. _____

(Rupees _____)

Received Rs. _____

(Rupees _____ only)

Signatures _____

Designation _____

Principal

Date _____