



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY**  
Sector-16 C, Dwarka Delhi – 110078

**BILL FORM FOR SETTLEMENT OF ADVANCE DRAWN ON                      FOR**

(To be attached as detailed bill in all settlement of advance cases)

Department/Office of : \_\_\_\_\_

Proposal is hereby submitted for final settlement of advance of Rs. \_\_\_\_\_  
(Rs. \_\_\_\_\_) drawn on \_\_\_\_\_ a/c of \_\_\_\_\_ (copy enclosed) which has since been  
utilized in accordance with provision of GFR & approval rates & norms.

- A sum of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) has been deposited with  
the Finance & Accounts Department vide receipt no. \_\_\_\_ dated \_\_\_\_\_ (copy enclosed) being unutilized  
amount of advance.

OR

- Expenditure of sum of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) has been  
made in excess of advance amount which may be refunded to the official concerned/undersigned as per  
voucher.

All the supporting vouchers as per following details are enclosed herewith along all the prescribed  
certificates for settlement of advance given to the undersigned.

S.No. of Sub- Vouchers	Description	Bill No. & Date supporting the Description	Amount (Rs.)	Remarks/Reference of annexure
(a)	(b)	(c)	(d)	(e)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
(In words) Rupees..... only		<b>TOTAL</b>		

# mention whichever is applicable

Certified that: -

1. Necessary stock entry has been made in the relevant register.
2. All codal formalities have been fulfilled as per GFR.
3. Administrative approval & Expenditure of Competent Authority has already been obtained (copy enclosed).
4. TDS has been deducted as per approved rates & applicability.

\*strike out whichever is not applicable.

**Recommended/Sanctioned**

**Name & Signature of the officer with office stamp**

**REGISTRAR/DEANS/HOD**

**FOR FINANCE & ACCOUNTS DEPARTMENT**

**PART-A**

Proposal requires expenditure sanction of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_)  
being excess that the AA/ES of Rs. \_\_\_\_\_.

**AAO/FO**

**PART-B**

Passed for payment of Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_) and advance of Rs. \_\_\_\_\_  
(Rs. \_\_\_\_\_) drawn on \_\_\_\_\_ by Sh./Smt./Mr./Mrs. \_\_\_\_\_ is settled  
herewith.

**AAO/FO**