

Summary of expenditure of total amount related with the particular mentioned below and attached it with details of document

Receipt : To be returned

Receipt of document tendered in A/c Section

Receipt of document tendered in A/c Section

Diary No.: Date of Receipt:

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S.No. Particular Total amount with Vouchers

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✓ 1. Temporary Advance

1. Temporary Advance

2. Permanent Imprest

2. Permanent Imprest

3. T.A. Bill on Tour/L.T.C.

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4. Any other Documents

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(Total Rupees in Words)

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Note: 1) Separate forms to be used for each Account/
T.A. Bill/Document and Account No.I and
Account No.II

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T.A. Bill/Document and Account No.I and
Account No. II

2) Xerox copy of sanction etc. should be attached.

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Signature of
Advance Holder/Employee

Signature in
Token of receipt

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Advance Holder/Employee

Signature in
Token of receipt