



**SCHOOL OF PLANNING AND ARCHITECTURE, BHOPAL**  
(An Institute of National Importance created by an Act of Parliament)

**Office of the Dean – Research and Development**

**ADVANCE SETTLEMENT FORM**

Date.....

Project Name : \_\_\_\_\_ Balance As On Date \_\_\_\_\_

Advance in Favor of: \_\_\_\_\_

Purpose for which advance drawn: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount of Advance: \_\_\_\_\_

Amount of Expenses: \_\_\_\_\_

Amount of Excess Claimed: \_\_\_\_\_

Balance Deposited: \_\_\_\_\_  
(If applicable)

I hereby certify that the:

- (a) Cash purchase has been made for the items which were needed urgently and were not available in stores.
- (b) Goods have been inspected before acceptance.
- (c) Prices paid are lowest, and
- (d) Items have been duly entered in the stock register.

Signature of Advance  
Holder

PI

Dean – R & D

Director

Payment Voucher (office use only)

Vr. No. ..... dt. ..... Account Head .....

Drawn Vide: Cash/Cheque No. ..... Dt ..... Amount.....

Accountant

Section Officer

Deputy Registrar

Registrar