

**KENDRIYA VIDYALAYA, INS DRONACHARYA, KOCHI**

From :

.....  
Kendriya Vidyalaya,  
INS Dronacharya, Kochi

Date :

**Sub: SETTLEMENT OF TEMPORARY ADVANCE TAKEN FOR**  
.....

Sir,

I have taken from School Fund/ Vidyalaya Vikas Nidhi an advance of Rs. ....  
(Rupees .....  
.....) on ..... as per voucher No. .... And to submit  
herewith the details of expenditure supported by vouchers in settlement of the advance taken as  
stated above.

| S. No. / Vr. No. | Particulars of expenditure | Amount |
|------------------|----------------------------|--------|
| 1                |                            |        |
| 2                |                            |        |
| 3                |                            |        |
| 4                |                            |        |
| 5                |                            |        |
| 6                |                            |        |
| 7                |                            |        |
| 8                |                            |        |
| 9                |                            |        |
| 10               |                            |        |

Signature of the Staff Member

Name & Designation :

Date :

**FOR OFFICE USE ONLY**

BILL SCRUTINISED AND PASSED FOR PAYMENT OF Rs. .... (Rupees .....  
.....)

Date :

**Signature of Principal**

Excess advance/Payment of Rs. .... (Rupees .....  
..... only) recovered /paid vide C.S.- 12 / Cheque No. ....  
Dated .....

Signature of UDC/Asstt.