**ADVANCE ADJUSTMENT PERFORMA**

1. **DETAIL of ADVANCE TAKEN a) amount of advance\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**b) date of sanction\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **DETAIL OF EXPENDITURE:-**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.**  | **Bill No.**  | **Date**  | **Amount**  |
|  |  |  |  |
| **Total** |  |  |  |

1. **Amount refunded (if any)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name & Designation**

**of concerned official to**

**whom the advance was given**

**Balance amount Rs. \_\_\_\_\_\_\_\_ received vide receipt No.\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the adjustment bills are also received from the concerned officer/official and the same have been entered on the bills register. After entry, these bills are handed over to the DA Store/DA (SWF) for taking further necessary action, under proper receipt.**

 **(Cashier, SWF)**

 **Adjustment approved**

**Deputy Controller (HPFAS)**

**JN Government Engineering College**

**Sunder Nagar, Distt. Mandi (HP).**