

**Institute of Home Economics**  
(University of Delhi)  
F-4, Hauz Khas Enclave, New Delhi-110016

**APPLICATION FORM FOR TAKING ADVANCE FOR OFFICE USE**  
(To be submitted at least in a Week in Advance)

The Principal,  
**Institute of Home Economics**  
F-4, Hauz Khas Enclave,  
New Delhi-110016

Madam,

Kindly sanction payment of Rs..... (Rupees.....  
.....) to me to incur expenditure for .....the meeting /function to be held  
on .....estimate or the local purchase as per given below:

<u>ITEMS</u>	<u>Estimated Expenditure</u>
1. Department Contingency	Rs. ....
2. Prizes	Rs. ....
3. Conveyance	Rs. ....
4. Tea, Drinks, Eatables. Miscellaneous items.	Rs. ....
5. Others	Rs. ....

**I will render the necessary accounts within a week.**

The expenditure will be incurred after inquiring rates from the market and approval from the Principal.

Dated.....

Signature .....

Full Name.....

Dept. ....

No advance will be sanctioned until and unless the previous account is settled.

**S.O A/C's**

**S.O. Admn.**

**A.O**

**Principal**