

रामानुजन महाविद्यालय

नैक द्वारा मान्यता प्राप्त ग्रेड ए++(३.७१)

दिल्ली विश्वविद्यालय

सी आर पार्क, मुख्य सड़क, ब्लॉक एच,

कालकाजी, नई दिल्ली-११००१९, भारत

आई. एस. ओ. ९००१:२००८ प्रमाणित संगठन



RAMANUJAN COLLEGE

Accredited Grade 'A++(3.71)' by NAAC

University of Delhi

C.R. Park Main Road, Block H

Kalkaji, New Delhi- 110019, India

ISO 9001:2008 Certified Organisation

APPLICATION FORM FOR TAKING ADVANCE DEPARTMENTAL FUNCTION

(To be submitted at least in a week in Advance)

The Principal
Ramanujan College
Kalkaji,
New Delhi-110019

Sir,

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:

S. No.	ITEMS	Estimated Expenditure (In Rs.)
1.	Department Contingency	
2.	Prize	
3.	Conveyance	
4.	Tea, Drinks, Eatables, Miscellaneous items	
5.	Other	

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 _____

Teacher's Signature _____

Full Name _____

Department _____

T.I.C. Signature

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

S.O. (A/C's)

A.O(A/C's)

Principal