

PROFORMA FOR ADJUSTMENT

(To be submitted in triplicate)

Please find below the details of the advance for the total amount oftaken on along with all the complete vouchers duly verified for adjustment/reimbursement.

<i>Sl.</i>	<i>Date of cash memo</i>	<i>Name of the articles/cash memo numbers, date and name of the firms</i>	<i>Amount (Rs.)</i>
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Encl.:

Signature :
Designation :

Total Rs.:
Advance taken Rs.:

Balance Rs.:

To be reimbursed to..... (Sanction attached)

Rs.....

Contd.....2

Completed By AAO (C)

Received cash Rs..... An amount for Rs..... Cash Receipt No.....
refunded vide pay in slip.

No.....

Date.....

No..... Dated.....

Sir,

Please find here with the detailed account for Rs..... against the advance of
Rs..... drawn vide C.B.No..... Dated.....

C.B. No....., dated..... Rs..... for
adjustment/reimbursement duly certified on the attached certificate.

Yours faithfully,

Administrative Officer