ATMA RAM SANATAN DHARMA COLLEGE
(UNIVERSITY OF DELHI)
DHAULA KUAN, NEW DELHI - 110021

The Principal
Atma Ram Sanatan Dharma College
(University of Delhi)
Dhaula Kuan, New Delhi - 110021

(1) Maintenance Grant Account
(2) Students Societies Account
(3) Capital Account No.
(4) Special Grant (M/G) Account
(5) Development Fund Account
(6) Provident Fund Account

Sir,

Kindly accord your sanction for sum of ₹ .....

(Rupees.....only) for the

Purpose of.....

For the Department of.....out of.....Fund/Grant.....

The articles given in the list have been approved by the Purchase committee of the Department in its meeting held on .....

1.	Total budget allotment of The Department		.....
2.	Amount of Previous Bills Sent for payment	.....	
3.	Pending Bills with the Department for payment	.....	
4.	Amount of the proposed sanction/Advance	.....	
5.	Total amount of Bills upto date (2+3+4)	.....	.....
6.	Balance of the Budget Allotment of the Deptt.	.....	.....

This is to certify that the Quotations/Estimates for the articles to be purchased (list attached) or the work to be executed have been obtained and are in order.

This is to certify that the articles purchased have been received in good condition and the stock entries have been made in the relevant stock Register/or the construction/repair work required to be done, has actually been done to our satisfaction.

Signature of the Incharge/Co-ordinator

Date ..... **Department.....**

Remarks by the Accounts Department

.....

Date ..... **Section Officer (Accounts)**

Recommended for Sanction/Sanctioned Rs.

(Rupees.....Only

Approved.

Chairman/Treasurer **A.O.** **Bursar** .....

Governing Body **Principal**

Atma Ram S. D. College

Dhaula Kuan, New Delhi - 110021 **Date .....**

Account of the money drawn as advance should be renderd within 15 days.

Amount paid vide Cheque No./Trf. Letter No.....dated.....for Rs.....

S.O. (Accounts) **A.O.** **Bursar** **Principal**