

THAPAR POLYTECHNIC COLLEGE, PATIALA

Department _____ Name of In-charge _____

1. Total budget allotment for the year April ___ to March ___ (Rs. _____)
2. Budget Balance to date Rs. _____.
3. Total amount spent for the purchase/ details noted below : Rs _____
4. Balance amount Rs. _____

S. No.	Name of Party	Bill No./ Cash Memo No.	Amount
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1. Amount Rs. _____ to be adjusted / paid in the name of _____
_____ against staff advance.
2. Amount payable to the party / parties Rs. _____
3. Chargeable Head _____

Signature

Passed for payment /adjustment of Rs _____ (_____
_____)

OFFICE SUPDT.

PRINCIPAL