

**CURRICULUM DEVELOPMENT PROJECT  
QUALITY IMPROVEMENT PROGRAMME  
IIT GUWAHATI**

**SETTLEMENT OF ADVANCE**

**1. Amount of advance drawn** :

**2. Adjustments** :

Sl. No.	Voucher No.	Particular	Amount
<b>Total</b>			

**3. Cash Balance** :

**4. Amount Due** :

**N.B.:** a. Stock entry is necessary for both consumable and non-consumable items and put on the back side of respective cash-memo  
b. Details of honorarium should be given in a separate sheet with type of work, quantity of work and at what rate it has been paid