CENTRAL INSTITUTE FOR RESEARCH ON COTTON TECHNOLOGY
(Indian Council of Agricultural Research)
Adenwala Road, Matunga, Mumbai 400 019

To Date:…….
The Administrative Officer
C.I.R.C.O.T., Matunga
Mumbai – 400 019

Sub : Settlement of contingent / Imprest Advance

Sir,

Contingent advance / Imprest advance of Rs……. (Rupees…….. ……only) was drawn by me from office on …..……for purchase of ……. ……. …….

The vouchers/bills/cash memos as per details given below duly attested by me for settlement of the above mentioned advance are enclosed.

Sr. No.	Vouchers/C.M. No. & Date	Particulars	Qty.	Total Amount Rs.	P.

Balance amount of Rs……refunded to cashier on……

Yours faithfully,

(Name of Officer)

Section: