

To:

Date: _____

The Director,
CSTRI, Bangalore.

Sir,

Sub:- Settlement of Advance – Reg.

Ref:- Contingent Advance drawn on _____

With reference to the subject and reference cited above, I am submitting herewith bills/vouchers for a total expenditure of Rs. _____ (Rupees _____ only) incurred by me towards full and final settlement of the contingent advance of Rs. _____ drawn by me on _____ for purchase of the items as detailed below:-

Sl. No.	Name of the item	Bill No. & Date	Amount
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I have returned the balance amount of Rs. _____ to the cashier on _____
I, therefore, request you to kindly settle/adjust the contingent advance drawn by me.

Thanking you,

Yours faithfully,

Encl: as above