## SPS-201 (In triplicate) Annexure-II

## FORM 'C'

For Adjustment of Cash Advance/Advance of Cheque/for payment by Cheque/ NEFT (Please Tick)

Deptt. Code

20	- 20	S.No	
(Fina	incial year)		

## INDIAN INSTITUTE OF TECHNOLOGY : DELHI SUMMARY SHEET CONSUMABLE STORES

тр. С	ode	Advance Amount Rs.			
		Project Code			
Budget Head Sanction No. (if any)					
Sl. No.	Name, Address of Supplier CM/Bill No. & Date	Description of items	Qty.	Rate	Amount

Certified that the items of this sheet have been	For Adjustment / For Payment
procured by me in good condition.	Passed for Rs.
	Deduction to be made Rs
	On A/C of
Sign. of Buyer (s)	Already paid Rs.
Name (s)	Balance now payable Rs.
E. Code (s)	(in words)
E. Code (s)	
	By Cheque/ NEFT directly to vendor/through
Sign. of Store Keeper	(Name)
Sign. of Stole Recept	
	Sign. HoD/PI
	E. Code:
HoD/Nominee to sign after ensuring that S.No. a	s put at the top of the previous page is in order.
	Sing. Of HoD or nominee

IRD A/Cs/Main Accounts/Audit/Stores

## **ISSUE RECORD**

Date	Particulars of items	Quantity		D-1	Issued to Sign. Name &
		Received	Issued	Balance	Name & E. Code