



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

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

Date:.....

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: