



ADVANCE REQUEST FORM

Advance required (in figures): _____

(In words): _____

Purpose for which the advance requested:

Advance requested by:

Name: _____ Designation: _____

Department/Division _____ Date: ____/____/____

Undertaking(for personal advance):

I agree to repay the amount within the current fiscal year in:

Monthly Installment : Lumpsum amount :

Signature of Employee _____

REMARKS OF APPROVING AUTHORITY:

Signature, Seal & Date: _____