|  |  |  |  |
| --- | --- | --- | --- |
| **REQUISITION OF WORK ADVANCE**  *(for internal use only)*  Date: | | | |
| Name |  | | |
| Area |  |  |  |
| Purpose of Advance  Requirement (Specify Details) |  | | |
| **A:** Amount Required (INR) |  | | |
| Payment Mode  (Cash/ Cheque) |  | | |
| Previous unsettled balance | | Reason for non-settlement | |
| Date | Amount (INR) |  | |
|  |  |
|  |  |
| **B: Total** |  |
| **Fresh Advance = (A - B)** |  |  | |
| Signature of Approved by    Applicant (CEO/BoD) | | | |
|  | | | |