|  |
| --- |
| **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)   |
|  |