



# 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:** \_\_\_\_\_