

REQUEST FOR ADVANCE, TEQIP-III
(Maximum Rs 5000/-)

To

Date:

The Project Head TEQIP-III,
Dr.SSBUI CET, Panjab University,
Chandigarh

Sub:- Advance for _____

Respected Madam,

In order to meet expenses on above mentioned event an Advance of rupees _____ (Rs _____) may be sanctioned. I have already taken advance Rs _____ on dated _____ for which the account has already been submitted/ will be submitted on dated _____.

Thanking You

Yours faithfully

(_____)

Recommendation of Co-ordinator (TEQIP-III)

Approval of Project Head- TEQIP-III

Accountant for Pay order

Auditor for Pre Audit

Pay order Verified by Academic Nodal Officer