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Sri Aurobindo College (Evening)
University of Delhi
Malviya Nagar, New Delhi-110017

'REQUISITION FOR ADVANCE'

I _____ want to draw an advance of
Rs. _____ (Rupees _____) for
(purpose) _____ as
incharge/ convenor _____

I hereby undertake to settle the advance within one month or before 25th March of the current year which ever is earlier.

Signature: _____

Name of the employee: _____

Designation: _____

Date: _____