

**Chaudhary Sarwan Kumar Himachal Pradesh Krishi Vishvavidyalaya**

**REQUISITION FOR ADVANCE**

An advance of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
\_\_\_\_\_) as per particulars given below is required. I  
shall account for it on the prescribed form within seven days of the completion of work i.e.  
on or before \_\_\_\_\_

1. Purpose for which advance is required \_\_\_\_\_  
\_\_\_\_\_
2. Budget head against which advance is \_\_\_\_\_  
required (mentioned, if possible).
3. Date of which the amount is required \_\_\_\_\_
4. Mode of payment (Cash or Cheque or Draft) \_\_\_\_\_
5. Previous advance if any outstanding, if yes,  
Please quote probable date of settlement. \_\_\_\_\_

**SIGNATURE**

Name \_\_\_\_\_

Deptt./Section \_\_\_\_\_

Countersigned (if advance is given to subordinate staff)

Submitted to the INFORMATION TECHNOLOGY CENTRE, CSK HPKV,  
Palampur)

**(FOR OFFICE USE)**

- i) The account of previous advance has/have not been received. It is  
submitted for order as to whether a fresh advance of Rs. \_\_\_\_\_  
is to be given.
- ii) The amount of previous advance has been received. The fresh advance of  
Rs. \_\_\_\_\_ may be given, is sanctioned, submitted for  
orders/sanction.

**Signatory Authority,  
CSK HPKV, PALAMPUR.**