



AMDANepal

Advance Request

Ref.:

To,
 The
Hospital/Project

Dear Sir/ Madam,

I would like to request you for advance amount for program going to be held on.....at/inas follows.

Sn	Details	Requested Amount	Approved Amount	Remarks
Total:				

In words Rs.

Requested by	Budget Confirmation (Finance)	Recommended by (Line Supervisor)	Approved by (OIC)
(Sign, Name, Date)	(Sign, Name, Date)	(Sign, Name, Date)	(Sign, Name, Date)