

Dungsam Cement Corporation Limited
Nganglam: Pemagatshel
ADVANCE REQUISITION FORM

Date:

1. Name of Employee: _____

2. Designation: _____

3. Purpose of Advance: _____

4. Amount of Advance Required (Nu): _____

5. Signature of Employee:

6. Recommending Authority

Finance & Administration Division

There is outstanding/No outstanding of Nu..... Against his/her name. he/she
is therefore eligible/ not eligible for further advances.

Head, Account Division:

General Manager (Finance & Administration):