



Dungsam Cement Corporation Limited

ADVANCE REQUISITION FORM

Date: _____

1. Name of Employee: _____

2. EID No. _____ 3. Designation: _____

4. Section/Division/Department: _____

5. Amount of Advance Required (Nu): _____

6. Purpose of Advance:

(Signature of Employee)

(Recommended by)
Sign & Seal

Finance & Accounts Department

There is **advance outstanding/no outstanding** of Nu _____ only against his/her name.
Therefore, he/she is **eligible/not eligible** for further advances of Nu. _____ only.

(Head, Account Division)

(General Manager, FAD)