



**DEVI AHILYA VISHWAVIDHALAYA, INDORE**  
**Institute of Engineering & Technology**  
**Advance Form**

To,  
Director,  
Institute of Engineering & Technology  
D.A.V.V. Khandwa Road,  
Indore

I request you to kindly sanction me an advance amount under:

1. Name and Designation of Staff .....
2. Amount of Advance Required Rs. ....
3. Purpose of Advance Being Taken .....
4. Amount of Previous Advance and .....  
it's date of settlement (if any)
5. Remarks (if any) .....

Yours Faithfully

Date.....

Signature of Staff.....

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The advance of Rs. ....sanctioned and payment be made.

Director

Issued Cheque no. .... Date .....for Rs. ....

Administrative Officer

Received above cheque

Date .....

Signature of Staff .....