

**APPLICATION FOR ADVANCE FOR LIVERIES FOR THE CALENDAR
YEAR -**

Name : _____ **Employee No. :** _____

Designation: _____ **Department :** _____

Date of Joining : _____

Amount of Advance required : Rs. _____

I, _____ do hereby undertake to utilize the advance for the purpose of liveries and observe the Rules/Dress Code as inforce from time to time.

I also undertake to submit the relevant bills/cash memo within one month of taking advance.

(Signature)

Date: _____

Place: _____