

Date: _____

**The Director
IIPS, Deonar,
MUMBAI – 400 088.**

Sir,

Please grant me an advance of _____ (Rupees _____)
_____)
for _____

I hereby undertake to settle the advance paid, within the next seven working days by producing the vouchers, cash memos etc. In case, I cannot utilize the advance for the purpose mentioned above, I shall return the money immediately. **I HEREBY DECLARE THAT IF I FAIL TO SETTLE THE ADVANCE WITHIN THE ABOVE STATED TIME PERIOD THE ADVANCE PAID TO ME CAN BE RECOVERED FROM MY FORTHCOMING SALARY OR FROM THE ANY PAYMENT WHICH IS PAYABLE TO ME.**

Yours faithfully,

Signature : _____

Name : _____

Designation : _____

Section : _____

Advance approved for _____

Director & Sr. Professor

Registrar

ADVANCE RECEIVED

Accounts Officer

Sign and Date