

Harish-Chandra Research Institute
Chhatnag Road, Jhusi, Allahabad - 211 019

No./ HRI/

Registrar
HRI, Allahabad

Subject: Request for sanctioning Advance against Honorarium

Sir,

Please arrange to sanction and release of an advance against Honorarium due to me, as per following details.

Date of Joining: _____ Date of Departure _____

Period of stay _____ days

Honorarium due per day: Rs. _____

[Ref: letter no. _____ dated _____ copy enclosed]

Advance Requested: Rs. _____

In the event I have to leave earlier than the above date of departure, I will arrange to fully settle the account prior to my departure.

Thanking you,

Yours truly,

Date:

Name:

Deptt:

The advance is recommended for sanction and release

Date:

(Office Supdt.)

Accounts Officer

An Officer Memorandum pertaining above visitor is enclosed.

The advance of Rs. _____ is sanctioned as per approved guidelines, which please arrange to pay.

REGISTRAR