

To

Secy Tw

A & W Admn.

Post Blair

Sub:- Request for Tour Advance

Sir,

W.r.t. my deputation to IITF '96
on tour, I request that tour advance
may kindly be sanctioned to me as per
following detail

- | | |
|------------------------------------|-------------|
| 1. Air fair A/B to Cal. & Back | Rs 10,500/- |
| 2. Train Fair Cal. to Delhi & Back | Rs 3,300/- |
| 3. D.A 15 Days Approx. | Rs 1,500/- |

 15,300/-

90% of the amount Rs. 13,500/-

Hence an amount of Rs. 13,500/- may
kindly be sanctioned to me as advance
I shall be obliged.

Yours faithfully
Uday Aggarwal
A.C.W.