CE V

**REQUISTION FORM FOR SETTLEMENT THROUGH IMPREST (Daily Wages to Worker)**

Ref No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To,

 The Head of the Department

 Department of Civil Engineering

NIT Meghalaya

**Subject: Regarding Payment of Daily wages to Workers**

Sir,

 With reference to the subject, I would like to request for the following:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl No** | **Name of the work** | **Number of Workers involved** | **Working hours** | **Estimated Amount (INR)** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
|  | **Total estimated amount (INR)** |  |

Put up for your kind consideration

Technical Assistant Lab in-charge Approve/ not approve (HOD)

|  |
| --- |
| **For use of Office of HoD** |
| **Settlement of Expenses Incurred**  |
| **Details supporting documents** |
| **Ref No** | **Particulars** | **Amount (INR)** | **Remarks** |
| 1. |  |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| **Total Amount (INR)**  |  |
| In words\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**After settlement of all the vouchers/ cash memos through imprest I, the undersigned have received the total amount as mentioned.**

Name:

Designation: Signature with date