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**ATAL BIHARI VAJPAYEE-**

**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY & MANAGEMENT, GWALIOR**

**(An Institute of National Importance Unser Ministry of Education, Govt. of India)**

Requisition for Payment to Party

Name of Person Requesting :

Designation :

Recommended by :

Required Amount :

Any Remark :

M/s……………………………………………………………………………………….……..have submitted their bill no. ……….…..…Dated ……………..…for Rs…………..………… towards …………………………………………………………………….…….………….….

Therefore, an amount of Rs. ……………………(…………………………………………….)

May be given to the above party through cheque / demand draft.

Submitted for your kind approval and necessary order for payment.

**Date: Signature**

**------------------------------------------------------------------------------------------------------------**

**Date: Authorised Signatory**

**To: Registrar -----Account Section**

**-------------------------------------------------------------------------------------------------------------**

**Account Section**

**-------------------------------------------------------------------------------------------------------------**

Payment has been done on ……………………………………..…….. vide cheque / DD no. ………………………. Dated: ……………………for Rs. ………………………………. to M/S…………………………………………………………………………………….…….

**Date: Account Section**

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