



eDruk Private Limited,
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eDruk/notesheet/govnet/22-2023/.....

Date:

Note Sheet

(Requisition form/supporting document attached)

Subject: Administrative support and financial sanction for:

Justifications: As Wrote to you via email on *(if prior email was sent)*

Particulars	Number of Heads	Per/head	Total Budget requirements	Remarks

Name & Signature of applicant Name & Signature of Sector Head

There IS or NO a budget balance of Nu

(Name & Signature of Accountant)

APPROVED/NOT APPROVED

CEO