

Advance Payment Release Order

Document No.:	APR-2024-065	Date:	2024-06-12
Project Name:	Infrastructure Modernization Phase II	Client Name:	ABC Constructions Ltd.
Vendor / Contractor:	XYZ Engineering Pvt. Ltd.	Contact Person:	Ms. Anita Sharma

Payment Details

Advance Amount (INR)	₹ 5,00,000
Purpose	To initiate procurement of construction materials for assigned contract lot B2.
Mode of Payment	Bank Transfer
Bank Account No.	xxxxxxxx1234
IFSC	SBIN0000111

Terms & Conditions

- Advance must be utilized strictly for the designated purpose mentioned above.
- Utilization statement, supported with original bills/invoices, must be submitted within 15 days of release.
- Any unutilized amount should be returned within the stipulated period.
- Non-compliance may lead to recovery as per company policy.

Authorized By,

Finance Department

Important Notes:

- This document acts as an internal control for release of advance payments.
- Ensure supporting documents are attached and approvals are in place before submission.
- Follow up on utilization and settlement is critically important to manage audit trails.
- Alteration or misuse of this document is strictly prohibited and may attract disciplinary action.