|  |  |  |  |
| --- | --- | --- | --- |
| Task No: | {{task\_id}} | Date: | {{apex\_date}} |

|  |  |
| --- | --- |
| Submitted To: | {{submit\_to}} |

|  |  |
| --- | --- |
| Subject: | {{subject}} |

|  |  |  |
| --- | --- | --- |
| Financial Requirement: | {{finance\_need}}. | {{total\_amount}} |
| Advance amount required: | {{advance\_need}}. | {{advance\_amount}} |

|  |  |  |  |
| --- | --- | --- | --- |
| On Duty: | {{on\_duty}} | DA: | {{da}} |

|  |
| --- |
| Description: |

|  |
| --- |
| {{description}} |

|  |  |
| --- | --- |
| Mention Department: | {{activity\_type}} |
| Requirements: | {{requirements}} |
| Outcome expected & Auditable: | {{outcome\_expected}} |

|  |  |  |
| --- | --- | --- |
| Submitted By | Forwarded By | Recommended By |
| {{submitted\_by}} | {{forwarded\_by}} | {{recommended\_head}} |