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**Memo**

SHPL/ST/1905/ Sep-2025

**Solu Hydropower Ltd.**

Lower Solu Hydropower Project (82MW)

Date: 05/09/2025

To : Gyanandra Pratap Singh - CEO

Cc : Raman Singh– Project Director

From : Bishwa Raman Pathak, Officer- HR

**Subject: Request for Approval to Release petty cash Advance.**

Dear Sir,

Regarding the above-mentioned subject, I would like to request the release of an advance petty cash amounting to **NPR 300,000 (Three Lakh Only)** for immediate site requirements. The amount will be utilized for site mobilization, mess management, vehicle repair, and various other miscellaneous works essential for smooth operations.

Proper records and supporting bills will be maintained and submitted as per company policy. I kindly request your approval for the release of this advance petty cash at the earliest.



Prepared by:  
Bishwa Raman Pathak  
(Officer- HR)



Checked by:  
Krishna Bahadur Chaudhary  
(AM – Administration &  
Social)



Recommended by:  
Rakesh Kumar Malviya  
(General Manager)

Approved by: