

	Advance Type		
	<u>SALARY AD</u>	VANCE REQUEST FORM	
DIVISION/INSTIUTION			
EMPLOYEE NAME			
EMPLOYEE NO			
DATE OF JOINING			
DESIGNATION			
DEPARTMENT			
LAST SALARY DRAWN			
SALARY ADVANCE	Rs/~ in word	ds(Rupees)
PURPOSE			
The Amount can be deducted	in month's ir	nstallment. (no of months to be deducted)
Amount Pending to be paid Rs / ~ (if availed already)			
I declare that I have not avail standing to my credit towards		luring this year and also confirm that awn by me during last year.	there are no dues
Employee Signature		Dat	e :
Remark if any :		Comments if any:	
Date : Authorized	By : HOD / Principal	Date :	HR Dept
Date: Aumorized	× *	ice use only	ПК Dept
Approved Not Approved			
Reason if Not App	roved:		
Date:	Authorized Signature.		
	Accounts Department		
The Salary Advance amount I employee with effect from		tioned will be deducted from the mos	nthly salary of the
Date:	Signature (Accounts Department)		