

SALARY ADVANCE REQUEST

Requisition:

Name : _____ Emp. ID: _____

Cadre : _____ Location: _____

Salary Advance Amount Requested*: Rs. _____ Date : _____

* Up to a maximum of 3 months' gross salary

Reason :

Employee Signature: _____

Received at HR on : _____

2. Recovery:

Salary Advance Amount Payable: Rs. _____ /- No. of installments: _____ (Max.12 only).

The salary advance amount will be recovered from employee's salary at the rate of Rs. _____

per month. The first installment will be deducted from the salary payable for the month of _____.

The advance amount would be recovered from other payables, if any, that may come up, such as variable pay, leave encashment, etc. Also, the tax liability, if any, arising out of this advance would be borne by the employee.

HR Tracking by: Name: _____ Signature : _____ Date : _____

Accounts approval: Name: _____ Signature: _____ Date : _____