

Salary Advance Request Form

DUNGSAM POLYMERS LIMITED

SALARY ADVANCE REQUEST FORM

Personal Details

- 1. Full Name :
- 2. Employee No. :
- 3. Employee CID No. :
- 4. Grade :
- 5. Designation :
- 6. Date of Joining in Service :
- 7. Amount Requested For Nu :

I, hereby confirm that that the above information provided by me is correct. If sanctioned, I authorize the Finance and Accounts Divison to recover my salary advance through monthly instalments from my salary until it is fully liquidated.

In the event of default on my part or leaving my service or in any other exigencies, if the salary advance is still unpaid, I give my unqualified consent to the DPL management to adjust the amount outstanding from my post retirement benefits payable to me/or any other amount due for me.

Mr./Mrs/..... has agreed to stand as surety for me.

Particulars of Guarantor

- 1. Full name of Gaurantor :
- 2. Employee No. :
- 3. Employee CID No. :
- 4. Designation :
- 5. Grade :

6. Date of joining service :

Caution: - This is an important legal document and therefore, should be executed after clearly understanding all the responsibilities, liabilities and implications.

I, do hereby undertake to repay the salary advance outstanding in the event of non-recovery of advance from Mr/Mrs.....who is known to me.

Place: Signature of Guarantor

Place: Affix legal Stamp

RECOMMENDATION BY THE CONTROLLING OFFICER

I, hereby confirm that the mentioned particulars of Mr/Mrsof this office is correct, and therefore recommend for sanction of the salary advance, as requested by the applicant.

HOD

Name

Designation and

Official Seal

There is no outstanding/outstanding.....against his name as on.....

Finance Officer

Note:

CEO may grant special advance in case of exigency of one month basic pay to be deducted in 12 monthly instalments in addition to above salary advance.