



Salary Advance Request Form

Date:					
Employee Number		Department		Current Project	
Employee Name		Designation		Date of Joining	
I hereby submit a request for Salary Advance for a sum of Rs. _____.					
Specify Reason for Requesting Salary Advance _____					
I hereby declare that the above sum of money can be recovered by Tavant by way of deductions from my monthly salary as per the Company's policy.					
					Employee's Signature
To be filled by the Reporting Manager					
Comments: (if any) _____					
				Please tick	
				Approved	Not Approved
		Signature			
		Name			
		Designation			
For HR Department only					
Santioned, Salary Advance request of _____ a sum of Rs. _____ which shall be recovered by deducting from the salary in _____ equated monthly installments at the rate of Rs. _____ per month.					
		Signature			
		Name			
		Designation			
For Finance Department only					
Paid Vide Cheque # _____ dated _____ drawn on _____.					
		Signature			
		Name			
		Designation			