

TO,

Date:- 11/01/2025

Subject for staff advance (mobile phone)

Respected Sir,

I am D. Samuel Dagher (M0903) & am working in head office as a Hore Coordinator. I need Staff Advance 20,000/- Rs amount to purchase a mobile phone for office use purpose. I request you to give the approval for 20,000/- Rs amount. Kindly do the needful.

Thanking you.

Yours Sincerely  
D. Samuel Dagher.  
(M0903)  
11/01/25

DOJ - 01/05/2020  
Gross salary - 30500  
Avai EL - 3.5  
Last staff Ad. B1 - zero  
Location - SBD

Ok apd  
for