

Date: 11/01/2025

To,

Subject for Staff advance (mobile phone)

Respected Sir,

I am D.Samuel daslu (M0903) & I am working in head office as a home coordinator. I need staff advance 20,000/- Rs amount to purchase a mobile phone for office use purpose. request you to give the the approval for 20,000/- Rs amount. Kindly do the needful.

Thanking You.

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

Ok ayd,
Daslu

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