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**APPLICATION FOR ADVANCE AGAINST SALARY**

I ...................................................(name of the employee)employed as...................................(designation) in the........................................department having an employee code of....................do hereby request you to sanction an advance of Rs........................as an advance against my salary for the month of............

I also state that I have no pending dues with the University and that I have completed one year of service with the University.

I require the advance for............................................................... (Purpose).

I shall repay the advance in................ (Maximum 3) installments.

Recommendation of the Dean/HOD.........................................................................................

Signature of Employee/ Principal Borrower.

**FOR OFFICE USE OF PAYROLL**

The concerned employee has no dues pending with the University/has Rs....................................pending with the University.

He /She has completed one year of service as per Payroll records.............................................

His/ Her last drawn salary for the month of .............was Rs......................

An advance of Rs ..............................as per rule maybe sanctioned to him.

Guarantee Required: Yes/No.

Statement: In case of default by principal borrower Mr. ............................, I ............................... guarantee to pay the outstanding sum on his behalf.My signature as guarantor to this Loan is place below.

Signature of Guarantor with code: 1. .................................. 2. ...................................

Certified

(Manager”Payroll and Accounts”)

**FOR OFFICE USE OF ACCOUNTS**

The concerned employee maybe sanctioned an advance of Rs.........................................

Approved by If in excess of Limit: Approved by

Finance Officer Vice Chancellor

Mr./Ms..........................................................................has been sanctioned an advance against salary for the month of .....................................................against cash/ cheque no.........................of ..........................bank dated............. to be recovered in .........monthly instalments from his salary upto ...........

Date:

Signature Received

(Accounts Dept.) Principal Borrower