

**SALARY ADVANCE APPLICATION FORM**

(Kindly fill all the columns mentioned below, otherwise the form will be invalid and be rejected)

Application Date:

Location:

**Employee Details:**

Emp.Code	
Emp.Name	
Department	
Division	
Designation	
Date of Joining	
Contact No	

**Advance Details:**

Reason	
Proposed Amount	Rs.
Terms of Repayment (in the same month)	

**Remarks:****Previous Advance Details:**

Advance Amount	
MMM-YY (e.g: March-14)	
Cleared/Pending	
Pending Amount	Rs.

**Signature of the Applicant****Terms**

- The salary advance facility can be availed maximum of 2 times in a calendar year.
- The credited advance amount will be deducted from the employee's on same month salary.
- Employees can apply for advance during the 10th to 20th of any month. In case of Emergency would be evaluated on merit.
- Fresh advance will be made only after the recovery of the previous advance.

**Procedures**

- The advance amount shall not exceed 50% of monthly gross salary (Basic + Dearness Allowance + HRA+ Conveyance + Special Allowance) and the individual's attendance will also be taken into consideration while calculating their eligible amount
- The advance application should be filled in the prescribed form and has to be approved by the department head before forward it to HR department.

**Guarantor Details & Acknowledgement:**

Employee Code	
Employee Name	
Division	
Department	
Designation	
Contact Number	

- I hereby agree to repay the amount sum of Rs ..... in the event of nonpayment by Mr./Ms..... due to exigencies like abandoning the job without prior information by the loanee or any other natural/unnatural cause in 6 equal months or whichever is determined and communicated to me by HR.
- I will not stand as a guarantor for any other employee within our group companies until such time the loan repayment period is complete & over for this employee and repayments are secured.
- I have read and understood the guarantor terms & conditions explained above and I stand as the guarantor for Mr./Ms..... and I am willing to comply with all repayment formalities such that the loan amount will be paid by me in cash or in any other modes of payment.

**Signature of Guarantor****Amount Approved by the HOD: Rs.****Signature of the HOD****For HR Use Only**

I have verified & checked the above details. I declare that the details are true.

**Signature of Site HR****Amount Eligible : Rs.****Signature of Corporate HR****Amount Approved: Rs.****Head of HR**