

APPLICATION FOR LOAN/ADVANCE

Resbird Technologies Pvt. Ltd.	
Employee Name:	Branch:
Father/Husbands Name:	Joining Date:
Designation:	Dept.:
Res Address:	

Dear Sir/Madam,

I, the undersigned employed in the above company, hereby request you to kindly approve a Loan/advance of Rs. _____ (Rupees _____) to me for the purpose of _____

I also request that the above loan/advance amount be recovered in _____ installments of Rs. _____ (Rupees _____) each by way of deduction from my salary every month.

I, further declare that in case I leave the company without settling my above loan/advance, I authorize company to adjust my other benefits which become due to me during the course of my employment such as salary, wages, other allowances like Bonus, Leave Encashment, etc. against such unpaid loan balance without prejudice to Company's right to take legal action for recovery of the same.

Date: _____

Signature of Applicant

FOR HR/ACCOUNTS USE ONLY

Existing Loan balance, if any : Rs.	Existing Loan purpose :
New Loan/Advance : Rs.	Current Salary per month :
(a) Total recoverable : Rs.	Total Deduction per month (1-2+3) :
Adjusting loan, if applicable	Statutory Deduction Existing loan ded. New Loan ded
(b) Bonus Due : Rs.	1 _____ 2 _____ 3 _____
(c) Leave encashment : Rs.	
Net recoverable (a)-(b+c) : Rs.	Total Installments _____ deduction wef : _____

HR Notes:

	Signature HR Representative

FOR OFFICE USE ONLY

Remarks by Branch Incharge/HOD/GM/VP	Remarks by CEO/CFO
Sign _____	Sign _____
Name _____ Date _____	Name: _____ Date: _____
Loan approved :	
Rs. _____ (Rupees _____)	
Recoverable in _____ month installments of Rs. _____ each	
_____ Signature of Director	