



## Salary Advance Policy

### DOCUMENT DETAILS

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### CHANGE RECORD

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1.	1st Apr, 2016	Created Policy	1.0	Gaurav Singh	Gaurav Singh
2.	8 <sup>th</sup> Mar 2023	Policy term update	1.1	Zara Morghade	Prosenjit Das
3.	11 <sup>th</sup> Jan, 2024	Policy Modified	1.2	Juhi Dewre	Kiran Satpute

**Review:** This document shall be reviewed once a year or at the time of any major change in the existing environment affecting policies and procedures, whichever is earlier.

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## Table of Contents

PURPOSE .....	3
ELIGIBILITY.....	3
ENTITLEMENT.....	3
PROCESS.....	3
REPAYMENT .....	3
ANNEXURE 1.....	4
VIOLATION OF POLICY .....	5
ENFORCEMENT.....	5
DOCUMENT OWNER AND APPROVAL .....	5

**PURPOSE**

Parkar is in a continuous process to build and sustain Employee morale, engagement and loyalty, the organization may provide necessary aid to its Employees in times of exigencies and special occasions. The Employee salary advance policy has been conceptualized to financially support the Employee wherever possible.

**ELIGIBILITY**

Advance salary may be sanctioned for exigencies and special occasions only (this can be defined as medical purpose, Marriage of self/immediate family member, Rented House Deposit, Education of self/dependent or other exigencies approved by the Human Resources and Finance).

**ENTITLEMENT**

- Employees should have completed at least one month of continuous service in the Company.
- Employee should have settled any/all other advance(s) that he/she may have availed earlier from the organization.
- Employees can avail themselves of an interest free advance facility, which should not exceed his/her one (1) month's gross salary.
- The interest concession availed by an Employee on such an advance is subject to Income Tax in the hands of Employee as per the Income Tax Rules.  
For availing the salary advance, Employee will have to submit all relevant documents as mentioned in the form.

**PROCESS**

1. Application for salary advance needs to be sent to the HR Team along with any relevant documents attesting to the necessity of the same.
2. Post discussion and scrutiny of the documents (if applicable), HR shall approve the request as per policy guidelines and Employee will need to share the duly signed undertaking (Annexure 1) at this time.
3. Once the undertaken is received, HR shall send the same to Finance for salary advance disbursement through bank transfer only.

**REPAYMENT**

The advance amount so disbursed will be recovered in 6 equal monthly instalments commencing immediately from the next month in which loan is sanctioned. On Completion of the recovery, Finance Department will provide information to HR and the Employee.

## ANNEXURE 1

**SALARY ADVANCE UNDERTAKING FORM**

I request you to sanction salary advance for INR ..... To me from Date .....

I am in need for the same for the purpose of .....

I request you to kindly debt the amount in 6 equal installments from my salary starting from ..... (Date + 1month).

I assure you that I shall abide by the policies laid down by the company in this regard and submit all the documents to prove that the advance is taken for the above mentioned purpose. I also assure you that in case of my resignation or termination from my services at Parkar India, as per my employment contract agreement, I shall pay the balance amount before my last working day in the company. You are authorized to recover the balance amount from my Full & Final settlement or take necessary steps to recover the balance amount in case I fail to do so.

Any and all taxes due as a consequence of this request will be entirely in my account. I will continue to be liable for all income taxes on my salary and these amounts paid to me in advance and hereby irrevocably authorize the company to deduct the same.

Regards,

Employee Name:

Employee ID:

Contact number:

Alternate contact number:

Date:

**VIOLATION OF POLICY**

All employees are obligated to report violations of this policy to [hrops@Parkar.digital](mailto:hrops@Parkar.digital) immediately. The HR Head and Finance Head must approve any exceptions to this policy in advance.

**ENFORCEMENT**

Failure to comply with this policy may result in:

- a. Withdrawal, without notice, of access to information and/or information resources.
- b. Disciplinary action, up to and including termination.
- c. Civil or criminal penalties as provided by law.

**DOCUMENT OWNER AND APPROVAL**

The HR Head is the owner of this document and is responsible for ensuring that this policy document is reviewed Yearly. A current version of this document is available to all members of staff in a secured centralized location with appropriate access control.