

M/S VAMANI OVERSEAS PVT LTD.

To
Accounts Manager
M/s Vamani Overseas Pvt. Ltd.
Plot No..... Faridabad/Noida (Garment Division)

Request Date:-

Subject: - Application for LOAN/ ADVANCE against Salary

Employee Code		Department	
Employee Name		Designation	
Father's Name		Date of Joining	

Reason for Advance /Loan Requirement: - Please tick relevant column

Self Marriage		Accident (Self, Son, Daughter, Wife)		Higher education of children	
Real Sister/Brother's Marriage		Major Operation/Diseases of family member		Others	
Son's Marriage		In case of last rites due to death in immediate family			
Daughter's Marriage		House Construction/repair			

It is requested that I may be sanctioned a loan/advance of Rs. _____ (Rupees) due to reasons/ground _____. The said loan/advance may be recovered from my salary @ Rs. _____ P.M. in _____ installments.

Date: _____ Signature of Applicant _____

Declaration by Guarantor

I _____ Son/Daughter of _____ working with your company as _____ since _____. I stand as guarantor of _____ for the above mentioned loan and ensure the return of payment of loan to the company. I further, request you that if, _____ will not be able to pay the amount then I shall be responsible and will pay the amount of loan to the company or company can recover the same from me the amount of payment.

Kindly release him the above- mentioned loan/advance.

Guarantor's Signature:

Date: _____

For HR Use

Month		No. of days worked in running Month	
Amount Requested		Monthly Gross Salary	
Requested on Date		Earned Salary for the running Month	
Amount Approved		Approved By	