

**SGT UNIVERSITY**

Salary Advance Application Form			
To be filled by Applicant			
Employee Name:			
Employee Code:		Designation:	
Department:		Date of Joining:	
Gross Salary (Rs)		Take Home Salary (Rs)	
Amount applied (Rs)		No. of Installments (for recovery) & Month	
Purpose of Advance			
Previous Advance Details			
Previous advance availed on:	Sanctioned Advance Amount (Rs):	Whether recovered in full Yes / No:	Signature
<u>Undertaking</u>			
<p>1. I have read & understood the Policy / Rules for grant of advance framed by the University & agree to abide by them.</p> <p>2. I authorize that the advance granted to me may be recovered in _____ installments from my Wages / Salary from the immediately succeeding month.</p> <p>3. I authorize that any outstanding amount of advance may be recovered from any amount due to me or from my full & final settlement.</p> <p>4. I hereby undertake to repay to the University any outstanding amount after recovery as per 3 above.</p> <p>5. I hereby agree that in the event of my failure to repay the entire advance granted to me, the outstanding amount may be recovered from my surety.</p> <p>6. I undertake to use the advance only for the purpose for which it is granted.</p>			
Signature of Applicant with date:			
<u>Details of Surety</u>			
Employee Name:			
E.Code:		Designation:	
Department / Module:		Date of Joining:	
<u>Undertaking</u>			
<p>1. I hereby stand surety for Mr. _____.</p> <p>2. If the applicant defaults in repaying the advance amount to the University, I hereby undertake to bear the liability towards the same & I hereby authorize the University to recover the outstanding amount from my wages/salary.</p>			
Signature of Surety with date:			
For use in Concerned Department			
Recommended and forwarded to HR Department for further action.			
Signature / Date : (Head of Function)		Signature / Date : (Head of Department)	

**SGT UNIVERSITY****For use in HR Department**

No. of Years of Service of Applicant		His Attendance record of last one Year (LOP details)	
His Disciplinary record	Satisfactory / Not Satisfactory		
Particulars verified and found in order. Eligible / Not Eligible for Advance. Advance of Rs. _____ may be granted. To be recovered in _____ installments at the rate of Rs. _____ per month from the salary/wages from the month of _____.			
Signature of Executive with date :			
Approval			
Approved Advance of Rs. _____. To be recovered in _____ installments from _____ Salary onwards.			
Signature of Manager HR with date		Signature of Head HR with date	
For Use in Accounts Department			
Passed for payment of Rs. _____. Amount paid by Cash/Cheque number _____ dated on _____. Recovery to be effected from _____.			
Signature of Executive with date		Signature of CFO with date	
Receipt by Applicant			
Received Advance of Rupees _____ in Cash/Cheque bearing number _____ dated _____ <div style="text-align: right;">Signature of the Applicant with date</div>			