

**SGT UNIVERSITY**

| Salary Advance Application Form | | | |
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| 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 |
| Undertaking | | | |
| <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: | | | |
| Details of Surety | | | |
| Employee Name: | | | |
| E.Code: | | Designation: | |
| Department / Module: | | Date of Joining: | |
| Undertaking | | | |
| <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 _____ | | | |
| Signature of the Applicant with date | | | |