

Salary Advance Form

Personal Details

Particulars:	Applicant	Guarantor
Full Name		XXXXXXXXXXXX XXXXXXXXXXXX
Employee No		XXXX
CID No		XXXXXXXXXXXX
Grade		
Designation		
Office Address		
Date of Joining		DD/MM/YYYY
Amount Requested	: (maximum of 2 months' basic pay or Nu. 50,000/- whichever is less)	
Amount verified and sanctioned from HR Office	Nu.	Signature (HR Officer):

I (Applicant) hereby confirm that the details mentioned above are all correct. If the said amount is sanctioned, I authorize the concerned office to recover the stipulated monthly installments from my salary till the salary advance amount is fully liquidated.

In the event of default on my part or leaving my present service or in any other exigencies, if the salary advance is still unpaid, I give my unqualified consent to the concerned office to adjust the amount outstanding against me from post-retirement benefits payable to me or any other amount due for me. Mr./Mrs./Miss.....has agreed to stand as guarantor for me.

1. I (Guarantor) do hereby undertake to repay the salary advance outstanding in the event of non-recovery from Mr./Mrs./Miss.....who is known to me.

Signature of
Applicant (Affix
Legal Stamp)

Date: (DD/MM/YYYY)
(DD/MM/YYYY)

Signature of
Guarantor

Date:

2. Approving Authority (Immediate Supervisor):

Approved ☐ / Not approved ☐ (Tick appropriately)

Signature of the Approving Authority

Date: (DD/MM/YYYY)

[Note: A Guarantor is required only in the case of officials who have not rendered a minimum of 2 years of service in KHPL]