**SALARY/EMPLOYEE ADVANCE APPLICATION FORM**

Employee ID……………………………… Name of Employee…………………………………………

Designation………………………………...Grade/Position…………………………………………....

Basic Pay Nu.) ………………………… ...Present Status of Earlier Advance (Nu.) ……………………

|  |  |
| --- | --- |
| Purpose of Advance | Amount of Advance required Nu. |
| Signature of Employee | Signature of DDO |
| Recommended By:  (Finance Head) | Section Head  ADM/EM/HoD |

Note\*\*\*

For salary advance- admissible for two-month basic pay

For official advance- admissible for 90% of the total activity cost