



3 Decades • 8 Institutions • 45000 Alumni Worldwide • 12000+ Students • 1200+ Faculty & Staff

POORNIMA GROUP

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E7A

CASH ADVANCE REQUISITION SLIP

Name: _____ Designation: _____ Emp. ID: _____
Date: _____
Department: _____ Institute: _____

Norms of advance :

1). I will submit authentic bill for every expense carried out ; 2). The imprest will be adjusted before _____, if not settled within given time it may be transferred /treated as personal advance and may be deducted from salary

Sir, Kindly provide sum of Rs. _____ (in words) _____
as an Advance against My: SALARY ACCOUNT IMPREST for the purpose of: _____

Signature of Applicant

Approved Rs. _____ (in words) _____ as an imprest,
to be adjusted on or before _____ (Date)

HOD

Registrar

Campus Director



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E7C

REQUEST FOR STAFF LOAN

To,
Registrar

Loan A/c Number:

Respected Sir/Ma'am,

Subject: Request for Staff Loan

With due respect, I request you to please sanction me a staff loan of Rs. _____ /- (_____ only). The required information is as under.

S.No.	Particular	Details
1.	Employee Number	
2.	Name of Employee	
3.	Designation	
4.	Date of Joining	
5.	Previously Loan availed	Rs.
6.	Previously Loan Adjusted on	
7.	Reason of Fresh Loan	
8.	Monthly Installment Amount	Rs.

I enclose a blank cheque number _____ drawn on _____ (Bank) duly signed by me to be kept by you as security till full adjustment of this loan.

Thanking you
Yours faithfully

(_____) Signature with date

Recommendations Head of Institution

Recommended Staff loan of Rs. _____ /- _____ only) to Shri _____.

Signature with name & date

Society Office

Sanctioned Staff loan of Rs. _____ /- _____ only) to Shri _____, Repayable in _____ (nos) EMI of Rs. _____ each starting from salary of _____ (month). Obtain a PDC and keep on record.

Signature of Sanctioning Authority