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POORNIMA GROUP

Achieving Excellence Together

E7C

REQUEST FOR STAFF LOAN

The Director
Finance & Administration
Poornima Group, Jaipur, Rajasthan

Loan A/c Number:

Respected Sir,

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.	Name of Employee	
2.	Designation	
3.	Employee Number	
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 Campus Director/Registrar

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

Signature with name & date

Account Department

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