



POORNIMA GROUP
Achieving Excellence Together



E7A

CASH ADVANCE REQUISITION SLIP

Date: _____
Name: _____ Designation: _____ Emp. ID: _____
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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TRAVEL EXPENSES REPORT

Name of Institute:-						1. Purpose of journey:-		
Department :-			Name:-			2. Permitted by:-		
			Designation:-			3. Journey Verified by:-		
			Employee ID:-			Signature:-		
(A) Details of Journey:-								
Departure;			Arrival			Mode & Class	Ticket/PNR No:	Amount (INR)
Date	Time	Station	Date	Time	Station			
							Total (A)	
(B) Halting Allowance / Hotel / Food Expenses:								
Station		Place of Stay		Rent DA		No of Days:		Amount (INR)
							Total (B)	
(C) Local Conveyance & Other Charges:								Amount (INR)
1)								
2)								
3)								
4)								
5)								
6)								
7)								
8)								
9)								
10)								
Total (C)								
I undertake & confirm that:						Grand Total (A+B+C)		
1. This bill has been prepared as per prevailing norms.						Advance taken on _____ Rs. _____		
2. No claim for this bill has been made so far.						Net Amount Payable / Receivable _____		
3. Necessary details of expenses & purpose of journey is enclosed						Approved for Rs. _____		
Signature of Claimant:- _____ Date:- _____						In words: _____		
						Authorised Signature:		



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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