**.**Form No.RUBFRR-35

**SALARY ADVANCE APPLICATION FORM**

1. Name of Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. Present Status of Earlier Advance (Nu.)\_\_\_\_\_\_\_\_\_

2. Designation \_.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4. Basic Salary (Nu.) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

5. Staff ID No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Purpose of Advance: | Amount of Advance required Nu. |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of employee | …………………….  Signature of DDO |
| **Recommended by: (Finance Head) Sanctioned** | **Sanctioned (College Head)**  **President** |