



a **dhi** Company

DUNGSAM CEMENT CORPORATION LIMITED

SALARY ADVANCE REQUEST FORM

Personal Details

1. Full Name :
2. Employee No. :
3. Employee CID No. :
4. Grade :
5. Designation :
6. Date of Joining in Service :
7. Amount Requested for Nu :
8. Reason for Advance (Attach Document) :

Affix Legal Stamp

(Name & Signature of Applicant)



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I, hereby confirm that that the above information provided by me is correct. If sanctioned, I authorize the HRA Division to recover my salary advance through monthly instalments from my salary until it is fully liquidated.

In the event of default on my part or leaving my service or in any other exigencies, if the salary advance is still unpaid, I give my unqualified consent to the DCCL management to adjust the amount outstanding from my post-retirement benefits payable to me/or any other amount due for me.

Mr. /Ms..... has agreed to stand as surety for me.

Particulars of Guarantor

1. Full name of Guarantor :
2. Employee ID No. :
3. Employee CID No. :
4. Designation :
5. Grade :
6. Date of joining service :

Caution: - This is an important legal document and therefore, should be executed after clearly understanding all the responsibilities, liabilities and implications.

I, do hereby undertake to repay the salary advance outstanding in the event of non-recovery of advance from Mr./Ms.....who is known to me.

Affix Legal Stamp

(Name & Signature of Guarantor)



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There is no outstanding/outstanding.....against his/her name as on
.....

Head, Finance Division

GM (Commercial)

RECOMMENDATION BY THE HRAD

I, hereby confirm that the above mentioned information of Mr.
/Ms..... of this office is correct, and
therefore recommends for sanction of the salary advance, as requested by the applicant.

Recommending Officer (HRAD)

**Approving Authority
CEO/Dy. CEO**