

SMARTLINK NETWORK SYSTEMS LTD

Salary Advance Requisition Form

Name :	Date:	
Designation:	Location :	
Department :		
Amount of Adv Salary: (in figures) Rs.		
Advance against salary for the month of.....		
(To be Adjusted in the month of)		
Signatures:		
Applicant	HOD	HRD
=====		
For use of Accounts Department		
<u>Disbursement Details</u>		
Amount Disbursed:	Date of disbursement:	
Mode of Disbursement: Cash / Cheque (✓)	Cheque No.:	Dated :
	Drawn on :	
Signatures:		
Disbursed by	Payroll – Executive	Manager / HOD – Accounts.
Applicant → HOD → HRD → Accounts.		