

**Format I**

**SMARTLINK NETWORK SYSTEMS LTD**

**Salary Advance Requisition Form**

Name :	Date:	
Designation:	Destination (Main) :	
Department :		
Amount of Adv Salary: (in figures) Rs.		
Advance against salary for the month of..... ( <b>To be Adjusted in the month of</b> )		
Signatures:		
Applicant	HOD	HRD
=====		
For use of Accounts Department		
<b><u>Disbursement Details</u></b>		
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.		