

Spectrum College of Education

Salary Advance form

Name of the employee -.....

Designation -.....

Department /Area/ Zone -.....

Nature of Advance.....

Purpose of Advance.....

Advance / Loan Amount in Rs.....in word Rs.....

Alternate advance intimation received:

Is any previous Advance : Yes /No

Is previous advance cleared: yes/No

Address & Contact No. of applicant.....

.....

Date.....

Signature of applicant

REMARKS OF ACCOUNT OFFICER

Recommended /Not Recommended

Date.....

Signature of Account Officer

REMARKS OF SANCTIONING AUTHORITY

Sanctioned / Rejected

Date.....

Signature of Principal