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## Advance Salary / Cash Request Form

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### Employee Details

- **Full Name:** \_\_\_\_\_
- **Employee ID:** \_\_\_\_\_
- **Department:** \_\_\_\_\_
- **Designation:** \_\_\_\_\_
- **Contact Number:** \_\_\_\_\_
- **Email ID:** \_\_\_\_\_

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### Request Details

- **Amount Requested: ₹** \_\_\_\_\_
- **Reason for Advance:**  
\_\_\_\_\_
- **Date Required:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_
- **Mode of Payment:** [ ] Bank Transfer [ ] Cash

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### Repayment Details

- **Repayment Method:** [ ] Salary Deduction [ ] Other:  
\_\_\_\_\_
  - **Number of Installments (if applicable):**  
\_\_\_\_\_
  - **First Installment Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_
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## Approval & Verification

- **Recommended By:** \_\_\_\_\_
- **Approval By:** \_\_\_\_\_
- **Approval Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_
- **Finance Verification:**  Approved  Rejected
- **Remarks (if any):**

\_\_\_\_\_

\_\_\_\_\_

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**Declaration I confirm that the information provided above is true and accurate. I understand that approval is subject to the policies of TC Business School and that the advance must be repaid as agreed.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

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## For Office Use Only

- **Processed By:** \_\_\_\_\_
- **Payment Issued On:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_
- **Payment Reference Number:** \_\_\_\_\_

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