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Farm Machinery Corporation Limited
PARO BONDEY: BHUTAN
Post Box No: 1314& Fax: 08-272678
“Prioritizing User Satisfaction with Honesty” The “PUSH”



SALARY ADVANCED FORM

PERSONAL DETAILS:

1. Full Name:

2. Designation:

3. Regular:

Or

4. Contract:

5. Region/Department:

6. Date of Joining Services:

7. Amount Requested in Nu.

I, hereby confirm that the above mentioned bio data are correct.

- If the said advance is sanctioned, I authorize the FMCL management to recover the amount from my next salary.
- In the event of default on my part or leaving my present service or in any other exigencies and if the salary advance is still unpaid, despite the full payment, I will bear the penalty (Interest %) as per the bank statement.

Name/Signature of Applicant



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RECOMMENDATION BY THE FINANCE OFFICER

I, hereby confirm that the mentioned particulars Mr. / Mrs. / Miss..... of this office are correct, and therefore recommend for sanction of the salary advance, as requested by the applicant.

Signature of the Finance Officer

Signature & Official Seal

Approved by: **General Manager/Chief Executive Officer**

Note***

[Without any clear documentation or any lapses in applicant, the applicant cannot avail the salary advanced & the advance is sanctioned not more than 10,000/-]