

Circular No: 83/KSRCAS /2023 - 2024

Date: 30.01.2024

CIRCULAR

Subject: Salary Advance - Reg.

It is hereby informed that all requests for salary advances must be submitted using the specified format attached herewith.

Rules for Salary Advance:

1. Salary advances will only be provided under certain circumstances, such as medical emergencies or payments related to college or school fees for children.
2. It is mandatory that every salary advance application has a guarantor (respective HoDs/Managers). The guarantor is responsible for the salary advance availed by their staff and should ensure that the advance is repaid. In the case of any amount deemed irrecoverable, the guarantor will be held responsible.
3. Salary advances availed will be deducted over a period of 10 months. No further extension of time will be provided.
4. No salary advance will be entertained if any salary advances are pending or not cleared.

The format for salary advance is available in the Principal's Office.

INTRANET


PRINCIPAL