

Request for loan:

Employee Name:	B. Murali Krishna	Outstanding loan	-
Designation:	Sales Executive	Monthly Repayment	-
Division:	Sales		
Company:	Modi Consultancy Services		

Loan amount		Monthly deduction:	
Requested:	Rs.10,000 /-	Requested:	Rs. <i>against incentive</i>
Recommended:	Rs. <i>10,000/-</i>	Recommended:	Rs. <i>against incentive payable</i>
Approved		Approved	
Purpose of Loan: Financial Commitments			
<i>Not approved. Incentive are being released!</i>			
Remarks: Request to release as advance incentive.			

	Accounts	Admin	Managing Director
Approved By	<i>Praveen Raju</i>	<i>Jai Kumar</i>	<i>[Signature]</i>
Signature	<i>A. Sankar Reddy</i>	<i>[Signature]</i>	<i>[Signature]</i>
Date	<i>24-04-18</i>	<i>24-04-18</i>	<i>24/4/18</i>



To,
The HR & Admin,
Modi Properties and Pvt Ltd,

Sub: Requesting to release advance incentive.

Sir, I B.Murali Krishna working as Sr.Sales Executive in Modi Consultancy Services. As iam in urgent need of Money to settle my financial commitments, request your good self to release sum of Rs 10,000/- as an advance incentive and deduct the total amount from my Incentive.

Hence i request you to do needful.

Yours Sincerely,


B.Murali Krishna,
Sr.Sales Executive.

Modi Consultancy Services (17-18)

#5-4-187/3&4, IInd Floor
Soham Mansion, M.G.Road,
Seunderabad-500003

Staff Commission

Group Summary

1-Apr-2017 to 23-Apr-2018

Page 1

Particulars	Closing Balance	
	Debit	Credit
Ashok Kumar C Commission		49,913.00
Commission- B.Muralikrishna		81,298.00
K Sruthi Commission		18,721.00
Grand Total		1,49,932.00

A. S. Balakrishna
24/4/18

A. S. Balakrishna
24/4/18

Debit all
amount

APPROVED BY
24 APR 2018
SOHAM MODI
MANAGING DIRECTOR