

Request for loan:

Employee Name:	B.Sudharshan	Outstanding loan	Rs.9753 /-
Designation:	Electrician	Monthly Repayment	Rs.500/-
Division:	Admin		
Company:	Vista Homes		

Loan amount		Monthly deduction:	
Requested:	Rs.7500/-	Requested:	Rs.500/-
Recommended:	Rs. 7500/-	Recommended:	Rs. 500/- extra along with previous loan deduct
Approved	5000/-	Approved	1,000/-

Purpose of Loan: Personal Loan

for purchasing of Books and uniforms for his children, he has paid fees but unable to save for Books etc.

	Accounts	Admin	Managing Director
Approved By	<i>N Rajyalakshmi</i>	<i>G Tarkenton</i>	<i>✓</i>
Signature	<i>[Signature]</i>	<i>[Signature]</i>	APPROVED BY
Date	12/7/17	12/7/17	18 JUL 2017 SOHAM MODI MANAGING DIRECTOR

HR

From: Balakrishna [vista@modiproperties.com]
Sent: 12 July 2017 11:12
To: Admin Modi; HR Hemendra
Subject: loan to B.Sudharshan Electrician

sir,

Sub: B Sudharsha Electrician Loan Requesting

Please Kindly arrange loan to B.Sudharshan Electrician of Rs.7500/- Urgent works and deduct from monthly Rs 500/-

Regards
G.Balakrishna
Admin -vista homes

outstanding 9753 /-
deduction - 500/-