

Sub: Application for grant of festival advance.

1. Eligibility – All regular Group C and D employees including deputationists. Adhoc / contract employees with service more than 1 year.
2. Advance – Rs.10,000 for Group C employees and Rs.5000/- for Group “D” employees.
3. Recovery – Rs.1035/ -p.m. to be recovered in 10 equal monthly instalments for Group C employees and Rs.518/- p.m. to be recovered in 10 equal monthly instalments for Group D Employees.
4. Employees should not be superannuating / getting repatriated within one year.
5. Advance can be availed once in a financial year for any religious festival of choice.
6. Surety is required for employees working on Adhoc / contract basis.
7. Advance would be granted provided there is no outstanding festival advance.

Note:

1. Information in respect of all columns is compulsory for processing of application.
2. * Strikeout whichever is not applicable.

1.	Employee code No.		2.	Name of the employee	
3.	Designation		4.	Place of posting	

5.	Scale of Pay	Rs. _____ (IDA / CDA)	6.	Group	* 'C' / 'D'
7.	Status	* Regular / Deputationists / Adhoc / Contract			
8.	Date of Joining				
9.	Date of Superannuation				
10.	Festival for which advance is required				
11.	Date of festival (If not exact then probable date of festival)				
12.	Amount of advance	* Rs.10,000 / Rs.5,000			
13.	Details of Surety (For adhoc/contract employees) (Surety bond to be attached)	Name : _____ Designation: _____			

Undertaking

I undertake that there is no outstanding amount against the Festival Advance already taken by me. I undertake to repay the advance proposed to be taken now by way of 10 monthly instalments. Any outstanding amount of the Festival advance may be recovered / adjusted against the settlement dues payable to me on my resignation / retirement / termination from service.

Date: _____

Sign. of the applicant : _____

Controlling Officer

Accounts Department