

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

ADMINISTRATION SECTION

APPLICATION FOR FESTIVAL (.....) ADVANCE

1. Name P. F.No.Basic Pay.....
2. Designation Deptt./Section
3. Weather permanent or temporary on initial post.....
4. Was any festival advance availed of during this current financial year ?
5. Is any festival advance taken In the past pending for refund ?

NOTE : Employees working on consolidated/daily ways basis are not entitled for festival advance.

DECLARATION

I agree to abide the terms and conditions of the advance as provided under rules. Also understand that I shall be liable to disciplinary action If I am found having availed of any festival advance during the current financial year before or having submitting wrong information In this connection.

Dated.....

Signature of applicant

Deptt/Section

Dated.....

Forwarded to the Administration Section with remark that Shri
Designation..... is a permanent/temporary regular employee. According to the
office record of this Department/ Section Shri.....
has not applied for any festival advance during this current financial year before this.

Dated

Signature of Head of Deptt./Section/Unit