INDIAN INSTITUTR 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……………………………………………..

1. Was any festival advance availed of

during this current financial year ? ………………………………………..

1. 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 Dept./Section/Unit