

INDIAN INSTITUTE OF TECHNOLOGY KANPUR

ADMINISTRATION SECTION

APPLICATION FOR FESTIVAL (.....) ADVANCE

1. Name P. F. No Basic Pay.....
2. Designation Deptt./Section
3. Whether 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. I 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