

APPLICATION FOR FESTIVALS ADVANCE

1. NAME OF THE APPLICANT : _____
2. DESIGNATION : _____
3. NAME OF THE FESTIVAL FOR WHICH THE ADVANCE IS REQUIRED : _____
4. PRESENT BASIC PAY : _____
5. AMOUNT OF ADVANCE REQUIRED : _____
6. NUMBER OF _____ INSTALMENTS IN WHICH THE ADVANCE IS PROPOSED TO BE REPAYED AND AMOUNT OF EACH INSTALMENT (NOT EXCEEDING TEN INSTALMENTS) : _____
7. WHETHER ANY ADVANCE WAS TAKEN BEFORE ON THE OCCASION OF SOME OTHER FESTIVALS DURING THE CURRENT CALENDER YEAR, IF SO, PLEASE STATE. : _____
8. (I) AMOUNT OF THE PREVIOUS ADVANCE & WHETHER IT HAS BEEN RECOVERED IN FULL. : _____
(II) NAME OF THE FESTIVAL FOR WHICH THE ADVANCE IS TAKEN. : _____
(III) DATE ON WHICH IT HAS BEEN FINALLY PAID. : _____
(IV) AMOUNT OF BALANCE OF THE PREVIOUS ADVANCE, IF ANY : _____
(V) DATE OF PAYMENT OF PREVIOUS ADVANCE. : _____
9. WHETHER THE APPLICANT IS PERMANENT / TEMPORARY. : _____
10. IF TEMPORARY, WHETHER HE HAS ATTACHED WITH THE APPLICATION SURITY BOND FROM THE PERMANENT OFFICER GIVE PARTICULARS. : _____

(SIGNATURE OF THE APPLICANT.)

DATE:

I N S T R U C T I O N

1. Name of Important Festivals.

Festivals declared as important festivals for the purpose of grant of advance in the office of the Development Commissioner for Handlooms,

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| 1. Republic Day. | 5. Guru Nank's Birthday. |
| 2. Independence Day. | 6. Idul-Fitre. |
| 3. Dussehra. | 7. Christmas Day. |
| 4. Deewali. | 8. Holi. |

2. The advance will be admissible to non-gazetted Government Servants i.e. Class IV and Assistance/Stenographers etc, working in the office of DC(H) and in receipt of basic pay not exceeding Rs.2800/- per month on the eve of important festivals.
3. The advance not exceeding Rs.1500/- (Rs. Fifteen hundred only) or one months pay (basic as defined under F.R. 9(21)(a)(i) which ever is less, is admissible.
4. The advance will be admissible only on one occasion in calender year.
5. The advance application complete in all respect should be submitted to B&A Section Ten Days in Advance from the date of the Festival. Incomplete applications and late submission will not be entertained.
6. Applications from the Temporary Government Servants should be accompanied by a surety Bond from a permanent Government Servant in the prescribed form (Available in B&A Section).
7. Surety Bond from the Quasi Permanent Government Servants applying for advance is not necessary.