

Government of India
Ministry of Finance
Department of Revenue

Application for the grant of Festival Advance

Note:-

1) Application must be sent duly verified from respective Administrative Branch/Cash Branch at least 15 days before the date of Festival.

2) The advance is admissible to only non-gazetted staff drawing a basic pay of less than Rs. 8300/- per month on the occasion of following important festivals.

1. Republic Day.
2. Holi.
3. Id-ul-Fitr.
4. Independence Day.
5. Dussehra.
6. Diwali.
7. Guru Nanak's Birthday.
8. Christmas.

(i) The maximum amount of advance admissible is Rs. 1500/-

(ii) Application from purely temporary Government servants should be accompanied by a surety bond from a permanent Govt. Servant.

(iii) The amount of advance to be recovered is not more than ten equal monthly instalments, according to the rules.

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1. Name of the applicant :
(In block letters)
 2. Designation :
 3. Whether permanent/Quasi-permanent/temporary post :
 4. If temporary, give particulars of permanent post, if any, held by the applicant.

5. Section to which attached:
6. Present basic pay (Excluding allowance)
7. Festival for which the advance is legalised for
8. Amount of substance applied for.
9. Number of instalments in which the advance should be recovered.
10. If temporary, whether a surety has been attached from permanent Government servant.
11. Full particulars of surety:
12. Whether the applicant has drawn any festival advance during the current calendar year either in this office or from which he has been transferred during the year.
13. Whether the festival advance taken on last occasion has been fully repaid.

I certify that the facts stated above are true to the best of my knowledge and belief.

Signature of the Applicant
and date

Officer to whom attached _____

Telephone No. _____

Applicant should get the application from verified by Cash Section before submitting in Ad-IB Section failing which the application will not be processed.