

Application for the grant of Special Advance/ Festival Advance to the Public Officers

(This should be filled by the applicants)

- (I) 1. Name of the Officer :-
2. Designation:-
3. The branch you serve at present:-
4. Whether your appointment is permanent/ Casual/ Temporary and the date of the Appointment :-
5. Private Address:-
6. Necessity for Which Advance required:-
7. Whether recovery of previous festival advance/ Special Advance has been made:-
8. Amount of advance required Rs :-
9. State the date in which the festival advance was taken in previous year :-

Date :-.....

.....

(Signature of applicant)

Recommendation of Divisional Secretary/ Assistant Divisional Secretary/ Administrative Officer
(Official Stamp)

(Should be filled by casual employees only)

(II) The above mentioned officer will continuously be employed in the succeeding year.

.....

Assistant Secretary (Admin)

(III) To be a Surety for casual/ substitute/ Temporary / Training Officers.

1. Full Name of the Officer :-.....
2. Designation:- Nature of designation:- Permanent/Temporary
3. Official Address:-
4. Private Address:-

Now the condition of the obligation is such that if Mr./ Mrs./Miss/.....
..... Who has requested for above loan advance shall neglect to pay the amount of the aforesaid advance shall immediately become recoverable from the surety. The virtue of power is hereby vested to recover the amount remain unpaid from my salary

Date:-.....

.....

(Signature of the surety)

To Account Branch

(IV) I certify herewith that fully recovery of previous advance which was taken by the aforesaid officer, has been made.

.....
Public Management Assistant
(Salaries)

(V) I hereby approve the payment of aforesaid amount of advance Rs.....

.....
Assistant Secretary

(VI) The Aforesaid Amount of advance has been noted down in page no of the Salary Ledger of Head Office/District office for the purpose of recovering from the day of __, ____, 20__

.....
Public Management Assistant in charge

(VII) It has been noted down in page no _____ of the Expenditure ledger

.....
Public Management Assistant in charge

Certified the payment

Date: -

.....
Accountant