**NATIONAL UNIVERSITY OF EUDCATIONAL PLANNING AND ADMINISTRATION**
**NEW DELHI**

Application for grant of advance of pay to non-Gazetted staff on the eve of important festival

| | | | |
|---|---|---|---|
| 1. | Name | : | |
| 2. | Community to which you belong | : | |
| 3. | Designation with classification of the post held | : | |
| 4. | Department in which working | : | |
| 5. | Present Pay | : | |
| 6. | Date of festival | : | |
| 7. | Amount of advance required (Both in figures & words) | : | Rs. 3750 (Rs. Three Thousand Seven Hundred and Fifty only) |
| 8. | Number of installments in which you would Like to repay it (both in words & figures) | : | |
| 9. | Whether permanent, quasi-permanent or Temporary (If permanent, state name of Post & Office in which held) | : | |
| 10. | If temporary, state names of your surety with his designation & office in which he holds permanent post. | : | |
| 11. | Date of continuous appointment in Govt. of India service. | : | |
| 12. | Did you take advance for any festival during the current calendar year? If so, State amount, name of office and month in which it was taken. | | |

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

**(Signature of Govt. Employee)**

Dated: _____

Recommended and forwarded.

Signature of HOD

Date:

TO BE COMPLETED BY OFFICE

1. Certified that the above particular have been checked a found correct.
2. The applicant is entitled for Festival Advance and the advance as applied above.
3. An advance of Rs._____may, therefore, be approved.

Dealing Hand Section Officer Administrative Officer

Registrar/Vice-Chancellor