**APPLICATION FOR FESTIVAL ADVANCE**

(To be filled in duplicate and submitted 10 days in advance of the Festival)

1. Name and Designation :

2. Date of joining in INCS in the Permanent Post :

3. Particulars of last advance drawn :-

 a) Name of the Festival :

 b) Date :

 c) Amount sanctioned :

 d) Date of completion of repayment of advance drawn.

4. Particulars of Advance applied for :-

 a) Name and Date of Festival :

 b) Amount required :

 c) No. of instalments of repayment :

Date : Signature of the Employee

**II**

**FOR OFFICE USE ONLY**

5. The above particulars have been verified and found correct. The employees request for advance amount of Rs. (Rupees )

 is recomended / not recommended.

Date : Accountant (S. G.)

**Approved / Not Approved**

Date : Regional Manager

**III**

**RECEIPT**

Received Rs. (Rupees. )

I undertake to pay the amount in equal monthly instalments

Date : Name :

 Designation :