

LOK SABHA SECRETARIAT

APPLICATION FOR THE GRANT OF FESTIVAL ADVANCE

1. Name of the applicant (In block letters) Shri/Smt./Km. _____
2. Designation _____
3. Employment No. _____
4. Date of Birth _____
5. Father's Name _____
6. Mother's Name _____
7. PAN Card Number _____
8. Active Mobile Number on which OTP can be received _____
9. Address _____
10. Present Basic Pay _____
11. Branch to which attached _____
12. Name of the Festival for which advance is required _____
13. Amount of advance required _____
14. Number of Instalments in which advance is proposed to be repaid (Not exceeding ten in any case) _____
15. Whether festival advance has been taken during the current financial year
 - i) The name and date of the festival for which advance was taken _____
 - ii) The amount of advance _____
 - iii) Whether it has been paid fully _____
16. Whether the applicant is permanent or temporary _____
17. If temporary, whether surety bond signed by a permanent officer has been attached with the application _____

18. The name & designation of the permanent officer who stood surety for the present advance _____

19. (a) I have not taken any festival advance during the current financial year.
- (b) The festival advance taken by me during the last financial year has been fully repaid by me and there is nothing outstanding against my name on account of the aforesaid advance.
- (c) The information furnished above is correct and nothing has been concealed by me.

Signature of applicant: _____

Name in full: _____

Designation: _____

Employment No: _____

Branch: _____

Telephone No: _____

Date: _____

Note: The applications for festival advance must reach Administration Branch-I at least 15 days before the festival.

CERTIFICATE

(to be given by B&P Branch)

Certified that Shri/Smt./Km. _____ has repaid the festival advance granted earlier. During the current financial year, the festival advance has not been granted to the applicant.

SIGNATURE OF BRANCH OFFICER

AN-I Branch