

**NATIONAL UNIVERSITY OF EDUCATIONAL 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)	:	<u>Rs. 4500</u> (Rs. Four Thousand Five Hundred 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