

ATOMIC ENERGY CENTRAL SCHOOL NO.3, RAWATBHATA

APPLICATION FOR GRANT OF FESTIVAL ADVANCE

Note : This application should be submitted 15 days in advance from the date of festival while recommending the grant of advance the certificate of verification of the entries made by the applicant should be furnished.

(1) Officials under suspension not eligible (2) Officials on Half Pay Leave Or EOL not eligible.

1. Name of the employee : _____
(in CAPITAL LETTERS)
2. Computer Code No. : _____
3. Designation : _____
4. Basic Pay + D. Pay : _____
5. Community : _____
6. Whether permanent ?
If not, please attached surety from a
Permanent Govt. Servant. : _____
7. Name and date of the festival for which the
advance is required. : _____
8. Amount required : _____
(1) Indicate the name and date of the last
Festival advance drawn : _____
(2) No. and amount of the installment to be
be recovered. : _____

(3) I certify that no previous advance is outstanding against my name I also certify that above information is correct to the best of my knowledge and belief.

Indicate whether employee is on LEAVE (HPL/ EOL).

Signature and date of applicant

Recommendation of the Principal/Vice-Principal.

Signature with seal
Principal/Vice- Principal

Verified no previous advance is outstanding during the current Financial Year _____

Dealing Astd.

Astd. Accountant

PRINCIPAL (A/C)

PRINCIPAL (CO-ORDINATION)
AEC SCHOOLS, RAWATBHATA