



No. RDO/105/15 /9/5/23A(F)

Dated . 07 July 2015

This is for information to all concerned that as per recommendation by the 6<sup>th</sup> CPC, revised on 01.01.2014, employees on substantive post drawing grade pay of Rs. 4800.00 and below and the Contractual Employee (excepting faculty members) of IEST, Shibpur will be entitled to Festival Advance of Rs. 4500/- (Rupees four thousand five hundred only) for the year 2015. "Festival Advance" will be provided once in a year. The "Festival Advance" granted to the employee will be recovered in 10 (ten) monthly installments or till in service whichever is earlier.

All the Heads of the Deptt./Schools/Centres/concerned establishments are requested to forward the application of "Festival Advance", which should reach the Finance Officer (Actg.), 7 days in advance of celebration of the festival.

This is issued with the concurrence of the Director.

Sd/-

(P.K. Paul)

Dean Administrative Affairs

Memo No. 105/15/6 /9/5/23A(F)

Date: 07.07., 2015

Copy forwarded for information and necessary action to:

1. All Deans
2. All Head of the Deptts./Centre/Schools
3. All Hostel Supdts.
4. All Officer
5. All Section Incharge
- ✓ 6. Institute Website.

  
Dean Administrative Affairs



INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR  
APPLICATION FOR GRANT OF FESTIVAL ADVANCE

1. Name in full (in block letters) : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Emp. Code No. : \_\_\_\_\_
4. Intercom/Telephone No. : \_\_\_\_\_
5. E-Mail Address : \_\_\_\_\_
6. Present Pay (basic and grade pay) : \_\_\_\_\_
7. Amount of advance required(max Rs. 4500,00) : \_\_\_\_\_
8. Number of instalments in which you would like to repay it. (Not exceeding 10 months) : \_\_\_\_\_
9. Festival for which advance is required and the date on which the festival falls. : \_\_\_\_\_
10. Whether permanent, or contractual. : \_\_\_\_\_
11. If contractual, state name of the surety with his designation. : \_\_\_\_\_
12. Did you take a similar advance, previously, if so state the month and year in which it was taken : \_\_\_\_\_
13. If answer to 12 above is 'yes' please state when the advance has been fully repaid. : \_\_\_\_\_

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

Dated : \_\_\_\_\_

(Signature of applicant)