



OFFICE OF THE DEAN ADMINISTRATIVE AFFAIRS
Indian Institute of Engineering Science and Technology, Shibpur
(Formerly Bengal Engineering and Science University, Shibpur)
P.O.: Botanical Garden
Howrah – 711 103

No. 1314/D(AA)/16

Date: 4th July, 2016

This is for information to all concerned that as per the recommendation of the 6th CPC, revised on 01.01.2014, the employees on substantive post drawing grade pay Rs.4800.00 or below and the contractual employees (except faculty members) of IEST, Shibpur will be entitled to Festival Advance of Rs. 4500.00 (Rupees Four thousand Five hundred only) for the year-2016. "Festival Advance" will be provided once a year. The "Festival Advance" granted to the employees will be recovered in 10(ten) equal monthly installments or before retirement whichever is earlier.

All the Heads of the Deptts./Schools /Centres /concerned Establishments are requested to forward the application in the prescribed format (enclosed) of "Festival Advance", which should reach the Finance Officer (Acting) as early as possible

This is issued with the concurrence of the Director (Acting).

Sd/-


(Prof. Debjani Ganguly)
Dean Administrative Affairs(Acting)

Memo No: 1314/D(AA)/16 (8)

Date: 4th July, 2016

Copy forwarded for information and necessary action to :-

1. All Deans/Associate Deans
2. All Head of Deptts./Centres/Schools
3. All Hostel Supdts.
4. All Officers
5. All Section-In-Charges
6. The PS to the Director
7. The Jr. Supdt. (Record) for relevant file
8. Ms.Srijoyee Das – for uploading Institute Website


Dean Administrative Affairs(Acting)



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)