



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. 5000,00) : \_\_\_\_\_
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)