

**GOVERNMENT OF INDIA**  
Department of Posts India

**APPLICATION FOR THE GRANT OF ADVANCE OF PAY TO THE CENTRAL GOVERNMENT EMPLOYEES ON THE EVE OF IMPORTANT FESTIVAL**

1. (A) Name of the Applicant (in BLOCK letters)  
(B) Designation
2. Community of the Applicant
3. Whether Permanent / Quasi – Permanent
4. Basic Pay Rs.
5. Amount of advance required Rs.
6. Installment of recovery Rs.  Each
7. Festival for which advance required
8. Whether recovery made from the pay
9. Whether recovery of previous festival advance is outstanding
10. I hereby declare to stand fully responsible as to the accuracy of the above entries and to abide by the rules of the subject and have taken no festival advance during this financial year.

Signature of the Applicant

11. In case of temporary official a security bond is attached herewith

Full name of the Official

**Certificate by D.D.O. / Cashier**

This is to certify that the entries against Column 1 to 4 and 8 to 9 are correct and no festival advance has been granted to the official during this financial year and that no recovery of the previous advance taken by this official is outstanding.

DDO / Cashier