

DAULAT RAM COLLEGE, UNIVERSITY OF DELHI, DELHI-110 007.

FORM OF APPLICATION FOR THE GRANT OF FESTIVAL

ADVANCE ON THE EVE OF IMPORTANT FESTIVALS

1. Name of applicant _____
(In Block Letters)
2. Designation & Department _____
3. Present Basic Pay & G.P. _____
4. Name of festival for which the advance is required _____
5. Amount of the advance required _____
(Maximum of Rs. 3,000/-)
6. No of instalments in which the advance is proposed to be repaid _____
(Maximum No. of Instalments is ten)
7. Amount of each instalment : _____
8. Whether any advance was taken before on the occasion of some other festival during the current calendar year, if so please state : _____
 - a. Amount of the festival for which whether it has been recovered in full: _____
 - b. Name of the festival for which the advance was taken _____
 - c. Date of payment of previous advance _____
 - d. Amount of the balance of payment of advance, if any : _____
9. Whether the applicant is permanent / Temporary : _____
10. If temporary, whether has attached the surety bond from permanent officer along with the application _____
11. Whether on duty or on leave (please specify the nature of leave): _____

I certify that the above mentioned particulars are correct.

Dated: _____

Signature of the Applicant

Sanctioned / Not-sanctioned

Principal

The University has approved the following festivals for grant of advance to the members of the staff:
[REPUBLIC DAY, INDEPENDENCE DAY, DUSHERA & PUJA, GURU NANAK BIRTHDAY, CHRISTMAS, MAHAVIR JAYANTI, BASANT PANCHAMI, HOLI, VAISHAKHI, JANAMASTHMI]