



भारतीय प्रौद्योगिकी संस्थान कानपुर
INDIAN INSTITUTE OF TECHNOLOGY, KANPUR
प्रशासन विभाग
ADMINISTRATION SECTION

No. Admin.(G)/2008/IITK/ 790
Date: September 08, 2008

NOTICE

**Subject: Festival Advance for Idu'l Fitr / Dussehra
(Vijaya Dashami) / Diwali(Deepavali)**

The members of the staff who wish to avail festival advance on the occasion of IDU'L FITR / DUSSEHRA (VIJAYA DASHAMI) / DIWALI (DEEPAVALI)" should send their application along with a copy of their last pay slip through their Departments/Sections/Units to the Administration Section Room No. 211, F.B., as per under mentioned dates. This advance is admissible only to the regular pay employees for the Institute whose basic pay does not exceed Rs. 8300/- p.m. But this facility is not applicable to the employees working on consolidated/daily wage basis.

Last date of submission of application Forms

- | | |
|-------------------------------|--------------------|
| (a) Idu'l Fitr | September 24, 2008 |
| (b) Dussehra (Vijaya Dashami) | September 29, 2008 |
| (c) Diwali (Deepavali) | October 17, 2008 |

Application form along with copy of their last pay-slip duly filled in for the said advance must reach prior to the last date mentioned above to the Administration Section (between 3:00 PM to 4:00PM, personally). The blank application form is attached with this notice.

Please note that Applications received after the above-mentioned dates shall not be entertained.

(R.K. Sachan)
Deputy Registrar (Admin.)

Copy to:

1. Director
2. Dy. Director
3. Registrar
3. All Departments/ Sections/ Units
4. Notice Boards.
5. Webmaster

Aks/-



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Application for Festival () Advance

1. Name.....P.F.NO.....Basic Pay.....
2. DesignationDeptt./Section.....
3. Whether permanent or temporary on initial post.....
4. Was any festival advance availed of during this current financial year?.....
5. Is any festival advance taken in past pending for refund?.....
6. Date of retirement.....

Note: Employees working on consolidated/daily ways basis are not entitled for festival advance.

DECLARATION

I agree to abide the terms and conditions of the advance as provided under rules. I also understand that I shall be liable to disciplinary action if I am found having availed of any festival advance during the current financial year before or having submitting wrong information in this connection.

Enclosure: Photocopy of pay slip

Signature of applicant

Signature of Head of Deptt./Section/Unit

ADMINISTRATION SECTION

Deptt./Section.....date.....

The application form of Shri.....Designation.....

Regular employee of this Institute is forwarded to Administration Section. According to the Office record of this Section the retirement date of Shri.....is.....

Date:

Deputy Registrar (Admin.)

ONLY FOR ACCOUNT SECTION USE

1. Approved advance amount.....
2. Consolidated advance amount.....
3. On the basis of each month Rs..is due ininstallment,

Deputy Registrar (F&A)

Registrar

Aks/-