



**INDIAN INSTITUTE OF TECHNOLOGY INDORE**  
**REQUEST FORM FOR FESTIVAL ADVANCE**

Form No. A17

Name of the Festival for which Advance is applied for .....

1. Name of Employee .....
2. Designation .....
3. Department .....
4. Amount applied for .....
5. Whether permanent/temporary (Yes/No)  
If temporary, whether surety from a permanent  
Official is furnished in case of temporary  
Employees .....
6. Basic Pay + GP (GP should be equal to or Less than  
Rs 4,800) .....
7. Whether a festival advance has been drawn  
earlier during the current financial year and if so,  
the name of the festival and month in  
which drawn: .....

I declare that the particulars furnished above are true.

Date \_\_\_\_\_

Signature of the Applicant

**Verification in Administration Section.**

8. Whether employee is under Suspension / EXHOL / HPL/LPR (Yes/ No)  
if Yes, period of leave/ suspension :
9. Advance entitled for .....

Deputy Manager

Manager/Jr.Supt.

AR/DR

Registrar