



INDIAN INSTITUTE OF TECHNOLOGY INDORE

Form No. A17

REQUEST FORM FOR FESTIVAL ADVANCE

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