



SHAHEED SUKHDEV COLLEGE OF BUSINESS STUDIES

(UNIVERSITY OF DELHI)

PSP AREA-IV, Dr. K.N. KATJU MARG, SECTOR-16, ROHINI, DELHI-110089

APPLICATION FORM FOR GRANT OF FESTIVAL ADVANCE OF RS.4500/-

1. Name of the Applicant : _____
2. Designation : _____
3. Basic Pay : _____
4. Department Presently working at : _____
5. Festival for which advance is required : _____
6. No. of Instalments in which the advance is desired to be repaid (not more than ten) : _____
7. Whether Permanent/Temporary : _____
8. If temporary, surety by (Name of the Permanent Employee with designation and address & duly signed by surety) : _____

It is hereby certified that I have not taken Festival advance during the current financial year.

(SIGNATURE OF APPLICANT)

Certified that the above particulars given by the applicant have been verified from the records and found to be correct.

Dealing Assistant (Admin)

Administrative Officer

FOR USE IN ACCOUNTS SECTION

Passed for Rs.4500/- (Rupees Four Thousand Five Hundred Only) under the budget head Festival Advance and Paid.

Vide Cheque No.....dated.....

Dealing Assistant

Section Officer (A/C)

Bursar

Principal