

**MINISTRY OF EXTERNAL AFFAIRS
PE SECTION**

APPLICATION FOR ADVANCE IN CONNECTION WITH IMPORTANT FESTIVALS

NAME OF FESTIVAL: -

1. NAME IN FULL
(IN BLOCK LETTERS)
2. FATHER'S NAME
3. DESIGNATION AND SECTION
IN WHICH WORKING
4. PRESENT BASIC PAY
5. WHETHER- PERMANENT/
QUASI- PERMANENT /
TEMPORARY

CERTIFICATE

(i) I am a Permanent/Quasi-Permanent/Temporary Government Servant and hence Surety Bond has not been furnished/a Surety Bond from

Sh

Permanent Government Servant working in

Section is attached herewith.

(ii) I have not drawn any festival advance during the current calendar year.

(iii) Advance taken by me, as Festival Advance during the last Calendar year has been refunded in full.

(iv) I read and understood the rules relating to the festival advance and the instructions noted over-lead of his application.

(Signature of the Applicant)

New Delhi, the

Section'

The above application is forwarded for necessary action.

Section Officer
Contcl 2/-

1. Festival declared important festivals for the purpose of grant of advance of pay in the Ministry of External Affairs.

(i) Republic Day (iv) Idul fitr
(ii) Independence Day (v) Guru Nanak's Birth day
(iii) Dussehra (vi) X-mas Day

2. The advance will be admissible to Non-Gazetted government servants i.e. Class III and Class IV and Assistants and Stenographers working in the Ministry at Headquarters in receipt of basic pay not exceeding Rs.8300/- per month on the eve of important festivals.

3. The advance will be admissible only one occasion in a Calendar Year.

4. An application for advance should be made in the prescribed pro-forma and should reach Cash II Section of the Ministry at least 15 days prior to the date of festival.

5. The application should initially submitted to PE Section of the Ministry for verification of the statements in the application form regarding status of the applicant as well as the surety, viz., whether Permanent/Quasi-Permanent or temporary and his basic pay as defined under the FR quoted above.

6. An advance of pay amounting Rs.1500/-(Rupees One thousand and five hundred only) or one month's Basic Pay (as defined under FR 9(21)(a)(i) read with the Ministry of Finance (Deptt. of Expenditure) OM No.9(2)(E-II)(A)/84 dated 28111 August 1985, whichever is less is admissible.

7. Application from the temporary Government servants should be accompanied by a surety Bond from a Permanent Government servant in the prescribed form (available from Cash -II Section).

8 Persons belonging to a particular community can get the festival advance on the eve of festival celebrated by the community only.

9. Surety Bond from the Quasi-permanent government servants applying for advance is not necessary.

10 .An application should reach administrative section of the Ministry at least 20 clear working days prior to the date of Festival. Application received after this period cannot be entertained.