

THE UNIVERSITY OF BURDWAN

Application Form for Festival Advance(Applicable for Contractual/Part time/Fixed Pay/

Daily Wage & Hired Labours)

To

The Finance Officer,

The University of Burdwan,

Rajbati : Burdwan.

Sir,

In terms of Notification No. F Sectt/FA/80 dated 05.09.2018, I apply for Puja

Festival Advance of Rs.....to meet commitments for ensuing festival.

I promise to repay the advance as decided by the authority.

Yours faithfully,

Countersigned

Signature.....

Head of the Department

Name

We hereby stand sureties jointly for

Designation.....

Payment of the above mentioned advance.

Department.....

1) a) Signature.....b) Name.....

b) Designation.....c) Department.....

2) a) Signature.....b) Name.....

b) Designation.....c) Department.....

THE UNIVERSITY OF BURDWAN

Application Form for Festival Advance(Applicable for regular teaching and nonteaching employees)

To

The Finance Officer,

The University of Burdwan,

Rajbati : Burdwan.

Sir,

In terms of Notification No. F Sectt/FA/80 dated 05.09.2018. I apply for Puja

Festival Advance of Rs..... to meet commitments for ensuing festival.

I promise to repay the advance as decided by the authority.

Yours faithfully,

Countersigned

Head of the Department

Signature.....

Name

Designation.....

Department.....

P.F.A/C.No.....
