



CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)

No. Estt./AE-III&IV/O-213/2020/3166-3230

Dated: 17-11-2020

To

1. All the Chairpersons, UTDs
2. All Branch Officers,
Chaudhary Devi Lal University, Sirsa

Sub: Submission of proforma for Grant of Festival Advance to Group C and D, regular Government Employees of State during 2020-21.

Sir/Madam,

I am directed to enclose herewith the proforma for Grant of Festival Advance to Group C and D, regular Government Employees of State during 2020-21, as per State Government instructions dated 30.10.2020.

It is, therefore, requested to forward the request of Group-C & Group-D employees working under your kind control to the Establishment Branch (NT) **upto 18.11.2020 at 05.00pm**, falling which no application will be entertained.

Yours faithfully,

[Signature]
17.11.2020

Deputy Registrar (Estt.NT)
for Registrar

Endst. No. Estt./AE-III&IV/O-213/2020/3231-32 Dated: 17-11-2020

A copy of the above is forwarded to the following for information and necessary action:

1. Secretary to Vice-Chancellor (for kind information of the Vice-Chancellor), Chaudhary Devi Lal University, Sirsa.
2. PA to Registrar (for kind information of the Registrar), Chaudhary Devi Lal University, Sirsa.

[Signature]
17.11.2020

Deputy Registrar (Estt.NT)
for Registrar



CHAUDHARY DEVI LAL UNIVERSITY, SIRSA

(Established by the State Legislature Act 9 of 2003)

To

The Deputy Registrar
Establishment Branch (Non-Teaching)
Chaudhary Devi Lal University, Sirsa.

Sub: Proforma for Grant of Festival Advance to Group C and D, regular Government Employees of State during 2020-21.

Sir,

I may kindly be given Festival Advance of Rs. _____/- (Group-____) as per State Government instructions dated 30.10.2020. The recovery of this advance may please be made from my salary in twelve (12) equal monthly installments. My particulars are given below:

| Sr. No. | Particulars |
|---------|---|
| 1. | Name of the employee |
| 2. | Designation |
| 3. | Group |
| 4. | Deptt./Branch of which the salary is being charge |
| 5. | Whether confirmed regular/ temporary employee |
| 6. | Whether both husband and wife are employed. If so, mention the name who is applying for loan. |

Yours faithfully

Dated:

(Full Signature)

I _____ Designation _____ Deptt./Branch _____ hereby undertake that in case the salary of the loan is withheld due to any reason, the amount of Festival Advance installment will be recovered from my salary (Surety's)

**Signature of Surety
With full address**

1. Recommended
2. The employee being working against permanent / temporary basis, surety of _____ designation _____ for the advance applied for by the applicant has been obtained to my satisfaction.

**Signature with office seal
Head of the Deptt./Branch**