

To,
To

The Sr. Accounts Officer (Admn. & Estt.)
~~Off. Secy to Govt. (Public Relations)~~
Maldamganj, Kolkata, (Cuttack)-29

Subj: FESTIVAL ADVANCE.

Sr,

With reference to the Admn. & Estt. Order No.....

..... Dated I hereby apply for
the purpose of FESTIVAL ADVANCE FOR THE ENSUING

The necessary particulars are furnished below for favour of your perusal
and necessary action.

1. Name of the applicant :
2. Designation :
3. Pay :
4. Whether temporary or permanent (in case of temporary officials surety bond should be enclosed) :
5. Last Festival advance drawn :
6. Amount of Advance required :

Date :-

Yours faithfully

(Signature)

Name :
Designation :
Section :