

**Ministry of Micro, Small and Medium Enterprises
Office of the Development Commissioner (MSME)**

APPLICATION FOR GRANT OF FESTIVAL ADVANCE

1. Name in full (in block letters) : _____
2. Designation : _____
3. Emp. Code No. : _____
4. Intercom/Telephone No. : _____
5. E-Mail Address : _____
6. Present Pay (Basic only) : _____
7. Amount of advance required : _____
8. Number of installments in which you would like to : _____
repay it. (Not exceeding 10 months)
9. Festival for which advance is required and the date on : _____
which the festival falls.
10. Whether permanent, Quasi-permanent or temporary. : _____
If permanent state name of post.
11. If temporary, state name of the surety with his : _____
designation. (also enclose the surety bond)

12. Did you take a similar advance, previously, if so state : _____
the month and year in which it was taken
13. If answer to 11 above is 'yes' please state when the : _____
advance has been fully repaid.

I certify that the facts stated above are true and correct to the best of my knowledge and belief.

Dated : _____

(Signature of applicant)