

This circular revokes and replaces existing Staff Circular No 2021/02 dated 18th March 2021 and amendment No 2021/03 dated 8th April 2021 on the subject Payment of "Festival Advance"

Staff Circular No 2022/04
15th March 2022

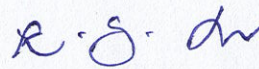
FESTIVAL ADVANCE

(Sinhala & Tamil New Year)

1. We are pleased to inform you that the payment of the above stated advance will be made subject to the following terms and conditions in the future.
 - a. **Amount of the advance:** - Rs 25,000/- (Rupees twenty-five thousand only)
 - b. **Repayment terms;** - 10 Installments of Rs 2,500/- per month
 - c. **Repayment period:** - From Month the May of the relevant year to month of February of the succeeding year
 - d. **Conditions:** - Total deductions from the monthly salary with the installment relating to this advance, should not exceed 40% of the salary of the staff member.
 - e. **Eligibility Criteria:** - The applicant should have completed a service period of one Year by 31st March of the relevant year of the festival.
 - f. **Closing date:** - Staff member should apply for the Festival advance (utilizing the attached format) through the respective Head of Department or the Manager to reach the Manager Human Resources on or before 31st March of the particular year
 - g. **Date of Payment:** - on the 7th Working day in the Month of April of the relevant year.
2. Heads of Departments and Managers are required to examine the applications and recommend the payment of the advance to the Manager Human Resources.
3. Manager Human resources will obtain the approval of the CEO/ Executive Director **for the total of the advance to be granted** by providing a schedule, with the breakup applicant wise, backed by his recommendation.
4. Please bring the contents of this circular to the notice all staff members



Manager Human Resources



CEO/ Executive Director

APPLICATION FOR A FESTIVAL ADVANCE
(Staff Circular No 2022/04 dated 15th March 2022)

To: - The Manage, Human Resources

Through: - The Head of Department or the Relevant Manager

Please grant me a festival advance amounting to Rs.....for the forthcoming Sinhala and Tamil New Year

Branch/Department	Year of Festival	
Full Name of Applicant	PF No Designation	
Date Joined Service	No of Years' Service by 31 st March of this year	
Total deduction from my monthly salary with the installment of this festival advance, as at the date of this application	Rs	40% of last Month's Salary Rs
Balance in my Security Deposit Account as at 31 st March of this year	Rs	

I confirm that the above data is true and accurate

Signature of applicant	Recommendation Grant of the above Festival advance is recommended Head of Department / Manager Date
Date	

For the use of Human Resources Department

Checked By
Authorized Officer Date