

NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR
ESTABLISHMENT SECTION


No.Estt./F.Advance /13/Pt-II/16/4242-77

Dated 06/06/2018

NOTICE

This is for information of all the employees of this Institute that an Advance amounting **INR 4,500.00** (four thousand five hundred only) in connection to the ensuing Id-UI-Fitre scheduled on 16.06.2018 is admissible to the permanent employees of this institute whose pay scale is below Level – 9 (i.e. below pay scale of PB – 3 with Grade Pay of INR 5,400.00) of the pay matrix. The advance shall be admissible once in a financial year and shall be recovered in 10 (ten) equal installments.

- 2 M/R (daily wage) workers are also allowed to draw an Advance of **INR 5,000.00** (five thousand only) on the occasion of Id-UI-Fitre
- 3 Officials who are on HPL/EOL, leave preparatory to retirement and under suspension at the time of payment are not eligible.
- 4 Eligible employees who want to draw this advance are requested submit their application on or before **10.06.2018** in the Docket Section. The application forms may be collected from Establishment Section or may be downloaded from the institute website.
- 5 No application shall be entertained after the stipulated date.


REGISTRAR

Copy for information and action where necessary to:-

- 1 All Deans/ HODs/Wardens/Section In-charges/ HOSs/SMO etc.
- 2 Accounts Section, with an instruction to pay advance from Employees Welfare Fund.
- 3 Technical Officer CCC, requested to upload the same along with the Festival Advance form in the Institute website.
- 4 Notice Board.
- 5 Guard file for record.

राष्ट्रीय प्रौद्योगिकी संस्थान, सिलचर

NATIONAL INSTITUTE OF TECHNOLOGY, SILCHAR

स्थापना शाखा
ESTABLISHMENT SECTION

To

The Registrar,
NIT, Silchar.

Sir,

I have the honour to request you to kindly grant me Festival Advance.
Necessary particulars are given below:-

1. Name of the applicant (in block letter): _____
2. Designation: _____
3. Religion: _____
4. Department /Working Place :- _____
5. Present Grade Pay Rs.: _____
6. Date of joining: _____
7. Advance for which applied for : _____
8. Amount of Advance required: _____ Rs. _____
9. Whether the festival advance drawn earlier is repaid in full. _____

Date: _____ 2018

Yours faithfully,

(Signature of the applicant)

Recommendation of the Head.