

GOVERNMENT OF MEGHALAYA
SECRETARIAT ADMINISTRATION DEPARTMENT::ACCOUNTS

No.SAA.210/09/34

Dated Shillong, the 1st September, 2011.

To,

All Departments/Cells/Branches in
The Meghalaya Secretariat (Civil).

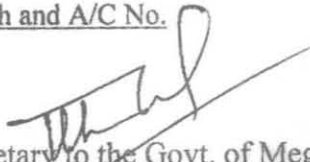
All concerned who desire to avail the following Festival Advance, 2011;

Name of Festival	Last Date of submission of forms
Durga Puja	15-9-2011
Nongkrem Dance	19-10-2011
Sengkut Snem	11-11-2011

should send their application in the following form so as to reach the undersigned on or before the date mentioned above positively, subject to the fulfillment of terms and conditions as laid down in the Government Order No.FEM.47/2009/9 dated 8.12.2009 and whose basic pay does not exceed Rs.18,620/-. Application received after the above date will not be considered.

Note the following:-

- (i) All temporary Government employees should furnish surety from the permanent employees failing which their applications will not be entertained.
- (ii) The advance is admissible to an employee of this establishment only on one occasion and is entitled to one advance only in a calendar year.
- (iii) The advance is restricted to the members of the community who are directly concerned with the Festivals.
- (iv) Incomplete applications will not be considered.
- (v) Mention very clearly the name of the Bank, Branch and A/C No.


Under Secretary to the Govt. of Meghalaya,
Sectt. Admn.(Accounts) Deptt.

FORM OF APPLICATION

1. Name in full (Block letters) :-
2. Designation :-
3. Basic Pay :-
4. Department :-
5. State your Religion :-
6. Name of Festival :-
7. Whether any festival advance taken during the calendar year :-
8. Whether previous advance is still outstanding :-
9. Permanent/Temporary
10. Account No.
11. Name of the Bank. :-
12. Surety (for temporary employees with less than three years continuous service:

I do hereby stand surety for the said advance:-

- (i) Signature _____
- (ii) Name _____
- (iii) Designation _____
- (iv) Department _____

I declare that the above information is correct and if found otherwise, the application stands rejected.

Dated _____

Signature of the applicant

(SCORE OFF WHERE NOT APPLICABLE)

1. Certified that the applicant (LDA's below) is permanent/temporary with less than three years continuous service.

Date

Signature of the Controlling Authority

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