

To

The Registrar,  
Kurukshetra University,  
Kurukshetra

**Subject: Festival Advance to Non Teaching Regular Employees during 2024-25.**

Sir,

I may kindly be given Festival Advance of Rs.12,000/- (Twelve Thousand Only) which may be recovered from my salary in ten (10) installments starting from the salary for the month of November 2024 paid in December 2024.

1. Name & Designation : \_\_\_\_\_
2. Mobile No. of the Employee : \_\_\_\_\_
3. Father's Name : \_\_\_\_\_
4. Department/Branch in which the salary is being charged. : \_\_\_\_\_
5. Whether Confirmed/Temporary/SFS : \_\_\_\_\_
6. Whether both husband & Wife are Employed or not. : \_\_\_\_\_
7. Bank Account No. : \_\_\_\_\_

**Yours faithfully,**

**Dated:** \_\_\_\_\_

**(Full Signature)**

In case of temporary employee surety to the satisfaction of recommendation authority is required.

1. Name of Surety (IN BLOCK LETTERS) : \_\_\_\_\_
2. Office/ Department : \_\_\_\_\_
3. Permanent post held : \_\_\_\_\_
4. Full signature in token to repay the advance in the event of default by the loanee. : \_\_\_\_\_

Recommended

The employee being Temporary surety of \_\_\_\_\_ Designation \_\_\_\_\_ for the advance applied by the applicant has been obtained to my satisfaction.

**Signature**

**(SEAL)**

**Head of the Deptt./Branch**