

To  
The Deputy Director General of Meteorology,  
Regional Meteorological Centre,  
Alipore, Kolkata - 27.  
(Through proper channel)

Sub: Festival Advance

Sir,

I may kindly be granted festival advance on the eve of  
ensuing\_\_\_\_\_ for the year  
\_\_\_\_\_. Necessary particulars are given below.

- 1) Name :
- 2) Designation :
- 3) Basic pay :
- 4) Place of posting :
- 5) Amount required :
- 6) Religion :
- 7) Whether Permanent / Q. P. /  
Temporary :
- 8) Any other festival advance taken :  
in this year

Thanking you,

Dated,

yours faithfully,