

EASTERN UNIVERSITY, SRI LANKA

Finance Branch
EUSL

UPF No:

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APPLICATION FOR FESTIVAL ADVANCE

1. Full Name :
2. Designation :
3. Department :
4. Date of First Appointment :
5. Nature of Appointment :
(State Permanent/Temporary/Casual)
6. Name of the Festival and the Date :
7. Did you obtain the Festival Advance Earlier? : Yes/No
8. Have you settled the Earlier Advance in Full? : Yes/No
9. Amount of Advance Applied for :

I certify that the Festival Advance obtained earlier has been settled in full and the particulars given by me are true and correct.

Date :

Signature of Applicant

Bursar

Recommended and forwarded.

Date :

Head of the Department

CERTIFICATE OF HEAD OF THE DEPARTMENT

(In case of Temporary/Casual Employees only)

I certify that the above applicant have been in service continuously for a period of not less than three months immediately preceding the date of which the advance is paid and he/she definite prospects of being in continuously employment for the entire period during which advance will be recovered from him/her.

Date :

Head of the Department

FOR OFFICE USE ONLY

✓ Festival Advance Register No:

✓ Date of Payment :

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Subject Clerk

Snr.Asst.Bursar/Payments