

**THE NATIONAL INSTITUTE OF HEALTH AND FAMILY WELFARE**  
**Baba Gangnath Marg, Munirka, New Delhi-110067**

F.No. NIHFW/Acctts./F.Adv/19-10/2020

Dated:- 3rd November, 2020.

**CIRCULAR**

**Subject: - Procedure for availing Special Festival Package Advance.**

In pursuance of O M No. 12(2)/2020 - EII(A)(pt.) dated 16th October, 2020 issued by Department of Expenditure (Ministry of Finance's), all officers and staff of NIHFW, who are willing to avail Special Festival Package Advance for the following 'important festivals':

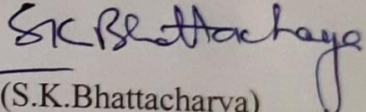
Sl.No.	Festival	Date
1.	Diwali (Deepavali)	14 <sup>th</sup> November, 2020
2.	Guru Nanak's Birthday	30 <sup>th</sup> November, 2020
3.	Christmas	25 <sup>th</sup> December, 2020
4.	Holi	29 <sup>th</sup> March, 2021

2. All Officers/Staff who are willing to avail the advance for any of the above mentioned festivals, have to apply for the 'Special Festival Package Advance' as per the prescribed proforma placed at Annexure. The Completed form has to be submitted to this Section (in hard copy format only) positively by the 09<sup>th</sup> November, 2020.

3. On receipt of application from the interested Officials, the pre-loaded RuPay cards of Rs.10,000/- (UTSAV cards) will be acquired from SBI and the same will be issued to the applicants for use till 31<sup>st</sup> March, 2021. The recovery of the advance will be affected from the succeeding month as per the number of instalments indicated by him/her in the application form (**Annexue**).

4. Dr. Ankur Yadav, Asstt. Prof. will act as Nodal Officer.

5. This issues with the approval of Competent Authority.

  
(S.K. Bhattacharya)  
Section Officer (Accounts)

To,

1. All HODs / Sectional Heads.
2. PA to Director
3. PA to DD(Admn.)
4. PA to Dean
5. Notice Board
6. I/c Computer Centre with a request to kindly upload in our Institute's website.

**Application for Special Festival Package Advance****(To be submitted in Hard Copy only)**

<b>Employee ID</b>	
<b>Name</b>	
<b>Designation</b>	
<b>Office/Section/Branch</b>	
<b>Name of the Festival (for which Advance is sought)</b>	
<b>Amount of Advance</b>	<b><u>Rs.10,000/- (Rupees Ten Thousand only)</u></b>
<b>No. of Instalments in which advance to be Recovered (Not more than 10 instalments)</b>	
<b>Whether any advance of similar package sanctioned earlier in current F.Y. (2020-21), Give details.</b>	
<b>Mobile Number</b>	
<b>Date of Application</b>	
<b>Signature</b>	