

**The Principal
Dinabandhu Andrews College
P.O. Garia, Kolkata 700 084**

**Sub.: Application for Interest-free festival advance
Ref.: Id-UI-Fitr/Durgapuja_2022-23**

Sir,

**I, Sri/Smt./Dr. _____ (HRMS ID: G _____)
working at Dinabandhu Andrews College in the capacity of
_____, do hereby request you to kindly
disburse a sum of Rs. _____ in connection with Id-UI-Fire/Durga
Puja of the current financial year.**

**I do hereby authorize the college authority to deduct a sum of
Rs. _____ against my salary/remuneration form May, 2022 to
February, 2023 / from October, 2022 to July, 2023 (Please strike out
portions not applicable).**

Thanking you.

Name: _____

Signature: _____

Date: _____