

## INTEREST FREE FESTIVAL ADVANCE TO THE BANK EMPLOYEES

Cadre	Limit														
<b>Officers</b>	One month's Gross Salary* of the previous month, subject to the following limits:- <table border="1" style="margin-left: auto; margin-right: auto;"><thead><tr><th style="text-align: center;">Scale</th><th style="text-align: center;">Maximum Limit</th></tr></thead><tbody><tr><td style="text-align: center;">I</td><td style="text-align: center;">Rs.35000/-</td></tr><tr><td style="text-align: center;">II</td><td style="text-align: center;">Rs.50000/-</td></tr><tr><td style="text-align: center;">III</td><td style="text-align: center;">Rs.60000/-</td></tr><tr><td style="text-align: center;">IV &amp; V</td><td style="text-align: center;">Rs.85000/-</td></tr><tr><td style="text-align: center;">VI &amp; VII</td><td style="text-align: center;">Rs.100000/-</td></tr><tr><td style="text-align: center;">VIII</td><td style="text-align: center;">Rs.125000/-</td></tr></tbody></table>	Scale	Maximum Limit	I	Rs.35000/-	II	Rs.50000/-	III	Rs.60000/-	IV & V	Rs.85000/-	VI & VII	Rs.100000/-	VIII	Rs.125000/-
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<b>Clerical Staff</b>	One month's Gross Salary* of the previous month subject to max. of Rs.30000/-														
<b>Sub-Staff</b>	One month's Gross Salary* of the previous month subject to max. of Rs.25000/-														

\*Gross Salary for the purpose of sanction of Interest Free Festival Advance shall comprise of Basic Pay, Special Allowance and DA only.

\*\*Gross Salary will be rounded to the completed thousand Rupees. For example if gross salary for the previous month of an employee is Rs.16840/- he/she may be allowed interest free festival advances of Rs.16000/-.

### **Other terms and conditions for sanction of Interest Free Festival Advance to employees shall be as under:-**

1. Festival Advance will be repayable in 10 equal monthly installments.
2. No further advance will be allowed unless the previous advance is adjusted.
3. Festival Advance will be given only once in a Calendar Year for one Festival only.
4. The above revised limits will also be applicable to Puja Advance admissible in the State of West Bengal.
5. After deduction of contribution to Provident Fund/ Pension Fund/ NPS, Income Tax and various loan installments including recovery towards installment of proposed Festival Advance to be sanctioned, the take home salary of the employee should not be less than 50% of the Gross Salary.
6. Festival Advance should be sanctioned only after ensuring that no other loan account of the concerned employee falls under Non Performing Asset (NPA) category.

Further, the Part Time confirmed employees shall also be eligible for Interest Free Festival Advance on pro-rata basis e.g. a Part Time employee drawing 1/3rd, 1/2nd and 3/4th scale wages shall be eligible for advance to the extent of one month's Gross Salary\* of the previous month, rounded off to the completed thousand rupees\*\* subject to maximum of Rs.8000/Rs.12000/Rs.18000 respectively.

### **Procedure for Sanction of Interest Free Festival Advance:**

The branches will obtain the following documents from the borrowing employee:

1. Application-cum-sanction letter and Irrevocable Letter of Authority for deduction of monthly instalments from the salary (Pro-forma as per **Annexure**)
2. Payment Voucher in duplicate (stamped for documents and unstamped for Day Book).

**(Human Resource Management Division Circular No. 495/2020 dated 26.03.2020)**

APPLICATION-CUM-SANCTION LETTER

The Manager,  
Punjab National Bank,  
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Dear Sir,

I request you to please sanction me a festival advance of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ only) in connection with  
\_\_\_\_\_ Festival adjustable in \_\_\_\_\_ equal monthly instalments. The  
amount of advance may be debited to my Festival Advance A/C No.  
..... maintained at BO: .....

Details of my salary for the month of \_\_\_\_\_ are as under:-

Basic Pay: \_\_\_\_\_

Dearness Allowance: \_\_\_\_\_

Special Allowance: \_\_\_\_\_

(Signature) \_\_\_\_\_

Gross Salary: \_\_\_\_\_

Name \_\_\_\_\_

Total Deductions: \_\_\_\_\_

Designation \_\_\_\_\_

Dated \_\_\_\_\_

Office/Branch \_\_\_\_\_

The particulars given by the applicant are verified and he/she is eligible for  
festival advance.

Hence recommended for sanction.

ASSTT. MANAGER/OFFICER/SPECIAL ASSTT.

SANCTIONED

(Signatures with name, designation and seal of the sanctioning authority)

**IRREVOCABLE LETTER OF AUTHORITY**

The Manager,  
Punjab National Bank,  
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Dear Sir,

**MY FESTIVAL ADVANCE ACCOUNT WITH YOU**

In consideration of your having sanctioned me a Festival advance of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) I, hereby authorise you to deduct a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) from my salary every month till adjustment of my above advance.

2. The authority given to you herein is irrevocable until the advance is adjusted in full.

In case, however, I cease to be in the employment of the Bank or the same comes to an end under any circumstances, before the full and final adjustment of the advance amount as aforesaid, the outstanding in my account will become immediately payable and may be recovered in lump sum out of my salary or any other dues which may become payable to me.

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

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Office/Branch \_\_\_\_\_