

To

Subject:- Application for Festival/Warm Clothing Advance.

Sir,

I may kindly be granted warm clothing advance amounting to Rs. -----/-  
(Rs. ----- only)

It is certified that there is no such advance outstanding against me and I have not taken such advance since last three year. It is further certified that I am a Permanent/Temporary Government employee.

Thanks.

Yours faithfully,

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