



PONDICHERRY UNIVERSITY
(A Central University)

*Bharat Ratna Dr. B.R. Ambedkar Administrative Building,
R. Venkataraman Nagar, Kalapet, Puducherry – 605 014*

Ref.No.PU/ESTT/NT13/2014-15/ 51

Date: 27-05-2014

CIRCULAR

Sub: PU – ESTT – Sanction of Festival Advance to the Employees of the University for Ramzan, Dussehra, Deepavali, Christmas & Pongal (2015) – Regarding.

The University authorities have proposed to sanction **Festival Advance for Ramzan, Dussehra, Deepavali, Christmas & Pongal** festivals, to the university employees/casual labourers as detailed below:

Sl. No	Category of employees	Amount of advance eligible
1	Regular employees whose Grade Pay does not exceed Rs.4800/- p.m. (excluding the Section Officers/Private Secretaries) and employees on consolidated salary. Temporary staff who are not likely to continue in service at least for six months beyond the month of drawing advance are not eligible.	Rs.4000
2	Casual Labourers(CLRs)	Rs.1000

The above advance shall be recovered in 10 equal monthly installments, from the pay/salary/wage for the month following that in which the advance is drawn by the employee/casual labourers as per GFR.

The employees who wish to avail the advance may apply in the enclosed format along with the recommendations of the HOD to the Establishment Section before the last date indicated against each festival.

Sl. No.	Festival	Festival falls on	Last Date for receipt of Application
1	Ramzan	29.07.2014	15.07.2014
2	Ayudha Pooja / Dussehra	02.10.2014	18.09.2014
3	Deepavali	22.10.2014	08.10.2014
4	Christmas	25.12.2014	11.12.2014
5	Pongal	15.01.2015	29.12.2014

// BY ORDER //


DEPUTY REGISTRAR (ADMN.)

To
All Directors/Deans/Head of Departments/Officers
Pondicherry University, Pondicherry

... with a request to circulate
among all employees and
display the same on the
Notice Board

Copy to: The Finance Officer, Pondicherry University



PONDICHERRY UNIVERSITY
PUDUCHERRY

APPLICATION FOR FESTIVAL ADVANCE FOR

1.	INDIAN BANK S.B. A/C No.	:	
2.	Name (in CAPITAL letters)	:	
3.	Designation	:	
4.	Employee Code No.	:	
5.	Office/Department to which attached	:	
6.	Present Basic Pay + Grade Pay	:	
7.	Whether Permanent/Temporary (in case of Temporary Staff Surety not less than the status of the applicant should be enclosed)	:	
8.	Amount of Advance	:	
9.	Details of previous advance drawn and the outstanding balance if any	:	

I declare that the particulars furnished above are correct and true to the best of my knowledge.

Place:

SIGNATURE OF THE APPLICANT

Date:

COUNTER SIGNATURE OF THE HEAD OF OFFICE WITH SEAL

NOTE: (1) Incomplete application will not be entertained