

**PONDICHERRY UNIVERSITY**  
PONDICHERRY

Ref.No.PU/ESTT/NT-1/IV-4/2009-10/ 78

Date: 09.08.2011

**CIRCULAR**

**Sub:** PU – ESTT – Sanction of Festival Advance to the Employees of the University for Ramzan, Dussehra, Deepavali, Christmas & Pongal (2012) – Regarding.

The University authorities have proposed to sanction Festival Advance for Ramzan, Dussehra, Deepavali, Christmas & Pongal festivals, to such of those non-gazetted employees whose Grade Pay does not exceed Rs.4800/- p.m. (excluding the Section Officers/Private Secretaries) to the extent mentioned below:

Regular employees and employees on consolidated salary - Rs.4,000/-

The above advance shall be recovered in 10 equal monthly instalments, from the pay for the month following that in which the advance is drawn by the employee.

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	30.08.2011	17.08.2011
2	Dussehra	05.10.2011	16.09.2011
3	Deepavali	26.10.2011	10.10.2011
4	Christmas	25.12.2011	11.12.2011
5	Pongal	15.01.2012	20.12.2011

// BY ORDER //

  
DEPUTY REGISTRAR (ADMN.)

**To**

All Directors/Deans/Head of Departments/Officers  
Pondicherry University  
Puducherry

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

**Copy to:**

The Finance Officer, Pondicherry University



PONDICHERY 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  
(2) Outstanding balance if any in the previous Festival advance shall be repaid in full and proof of repayment to be produced to the administration