



PONDICHERRY UNIVERSITY, PUDUCHERRY

(See Rule 64)

**FORM OF APPLICATION FOR GRANT OF CYCLONE ADVANCE**

1.	Name of the Applicant	:	
2.	(a) Designation	:	
	(b) Bank Account No.	:	
	(c) Emp. Code No.	:	
3.	Basic Pay	:	
4.	Whether Permanent / Temporary/Contract	:	
5.	State / Office to which attached	:	
6.	Permanent Address	:	
7.	Present Residential Address	:	
8.	Details of the Property movable / immovable affected or damaged by the natural calamity	:	
	(i) Name of the place which has been affected by the natural calamity and details of the property immovable as well as movable (to be separately in two lists) damaged.	:	
	(ii) Whether any advance was drawn on earlier occasion and if so, the date of drawal and amount	:	
	(iii) Whether the earlier advance was drawn for damage to the same movable or immovable property and if so, the nature of further damage to the movable or immovable property to be indicated precisely.	:	
	(iv) If reply to item (iii) is in the affirmative, the details of damage that has now occurred requiring fresh assistance (list to be attached indicating details)	:	
	(v) Whether the recovery of advance has since been completed	:	
9.	Amount of advance required	:	
10	Whether surety bond enclosed	:	Yes / No

Date :

**SIGNATURE OF APPLICANT**

**DECLARATION**

I, ..... do hereby declare that the statements furnished in item (8) above are correct.

Date :

**SIGNATURE OF THE APPLICANT**

**WARNING :** If at any stage the information furnished above is found untrue, the sanctioning authority may take disciplinary action against you under the rules.



# PONDICHERRY UNIVERSITY

(A Central University)

R.Venkataraman Nagar, Kalapet, Puducherry - 605 014

Ref.No.PU/ESTT/NT1/IV-1/2011-12/ 177

Date: 20.01.2012

## CIRCULAR

**Sub:** PU – ESTT – Sanction of Cyclone/Flood Advance to the Contract Employees of this university- Applications called for– Reg.

- Ref:**
1. G.O Ms.No.27 dated 03.01.2012 issued by the Special Secretary to Govt., Department of Revenue and Disaster Management, Govt. of Puducherry.
  2. This office circular No.PU/ESTT/NT1/IV-1/2011-12/173 dated 11.01.2012

In continuation to the circular second cited, the Vice-Chancellor is pleased to sanction Heavy Rain/Cyclone advance to the contract employees of this University, whose movable / immovable property has been affected / damaged by severe cyclonic storm "THANE". The above advance of Rs.5000/- is an interest free one and is recoverable in not more than 25 equal monthly installments.

In this connection the contract employees should furnish a surety from a regular employee in the prescribed format undertaking to repay the advance in the event of nonpayment of the above advance as required under the Rule.

Further if at any stage the information furnished by the contract employee on the damage of the property is found to be untrue, the sanctioning authority may take disciplinary action against the employee under the rules.

The filled in applications in prescribed form (Specimen enclosed) received from them may be collected and forwarded to this office on or before **30.01.2012** for considering the sanction of Natural Calamities Advance to the eligible employees.

**// BY ORDER //**

  
DEPUTY REGISTRAR (ADMN.)

**To**

All Directors/Deans/Head of Departments..... with a request to circulate among  
Centre Heads/Officers all non teaching employees and  
Pondicherry University display the same on the Notice  
Board.

Copy to ; The Deputy Registrar (F&A), Pondicherry University

**PONDICHERRY UNIVERSITY  
PUDUCHERRY**

**SURETY BOND**

KNOW ALL MEN BY THESE PRESENTS THAT I, .....  
S/o. ...., resident of ..... in the District of  
..... at present employed as a permanent/temporary ..... in  
the Pondicherry University (hereinafter called “the Surety”) am held and firmly bound  
unto the Registrar, Pondicherry University (hereinafter called “the University”) which  
expression shall include his successors and assignees) in the sum of Rs.....(Rupees  
..... only) with interest as hereinafter specified  
and all cost between attorney and client and all the charges and expenses that shall or  
may have been incurred by or occasioned to the University to be paid to the University  
FOR WHICH PAYMENT to be well and truly made I hereby bind myself, my heirs,  
executors, administrators and representatives firmly by those presents. As witness my  
hand this day of ..... of Two thousand and .....

WHEREAS the University has agreed to grant to .....  
S/o. ...., resident of ....., in the  
district of ..... at present employed as permanent /  
temporary ..... in the (hereinafter called “the Borrower”) at the borrower’s  
own request an advance of Rs. .... (Rupees .....  
.....only) for the ..... AND WHEREAS THE  
BRROWER has undertaken to repay the said amount in ..... equal monthly  
instalments with interest as calculated at the rate and in the manner prescribed under Rule  
198... and Government of India’s decisions (1) and (2) there under of the General  
Financial Rules, 1963 and other University rules, thereon or on so much thereof as shall  
for the time being remain due and unpaid calculation at fixed University rates in force for  
University loan from the day of the advance.

AND WHERES in consideration of the University having agreed the grant and  
aforesaid advance to the Borrower the Surety has agreed to execute the above bond with  
such condition as hereunder is written.

NOW THE CONDITION OF THE ABOVE WRITTEN Bond is that of the said  
Borrower shall, while employed in the said ..... DULY and regularly pay or  
cause to be paid to the University the amount of the aforesaid advance owing to the  
University by instalments with interest as calculated in the aforesaid manner thereon or  
so much thereof as shall for the time being remain due and unpaid calculated at fixed  
University rates in force for University loan from the day of the advance until the said  
sum of Rs. .... (Rupees ..... only) with interest  
as calculated in the aforesaid manner shall be duly paid, then this bond shall be void,  
otherwise the same shall be and remain in full force and virtue. ...2/-

BUT SO NEVERTHELESS that if the Borrower shall die or become insolvent or at any time cease to be in the service of the University, the whole or so much of the said principal sum of Rs. .... (Rupees .....only) thereof as shall then remain unpaid and the interest due on the said principal sum calculated in the aforesaid manner from the day of the advance shall immediately become due and payable to the University and be recoverable from the Surety in one instalment by virtue of this bond.

The obligation undertaken by the Surety shall not be discharged or in any way affected by an extension of time or any other indulgence granted by the University to the said borrower whether with or without the knowledge or consent of the Surety.

The University have agreed to bear the stamp duty, if any, for this document.

Signed and delivered by the said .....  
(borrower) ..... at Pondicherry University this ..... day of ..... Two  
Thousand .....

**Signature (Borrower)**

Signature of the Surety :

Designation :

Office to which attached :

In the presence of :  
(Signature, Name and Address of Witness)

1.

2.