



PONDICHERRY UNIVERSITY
(A Central University)

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

Ref.No.PU/ESTT/NT13/2016-17/41

Date: 06-06-2016

CIRCULAR

Sub: PU – ESTT – Sanction of Festival Advance to the Employees of the University for Ramzan, Dussehra, Deepavali, Christmas (2016) & Pongal (2017) – Regarding.

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

| Sl. No | Category of employees | Amount of advance eligible |
|--------|--|----------------------------|
| 1 | Regular employees whose Grade Pay does not exceed Rs.4800/- (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.6000 |
| 2 | Casual Labourers(CLRs) | Rs.2000 |

The above of advance shall be recovered in 10 equal monthly installments, from the pay/salary/wages 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 Heads of Departments/Sections to the Establishment (NT) Section before the last date indicated below against each festival.

| Sl. No. | Festival | Festival falls on | Last Date for receipt of Application |
|---------|-------------------------|-------------------|--------------------------------------|
| 1 | Ramzan | 07.07.2016 | 20.06.2016 |
| 2 | Ayudha Pooja / Dussehra | 10.10.2016 | 23.09.2016 |
| 3 | Deepavali | 29.10.2016 | 14.10.2016 |
| 4 | Christmas | 25.12.2016 | 09.12.2016 |
| 5 | Pongal | 14.01.2017 | 30.12.2016 |

// BY ORDER //


JOINT REGISTRAR (ADMN.)

To

All Directors/Deans/Heads of Departments/Officers
Pondicherry University, Pondicherry

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

Copy to ✓ The Finance Officer, Pondicherry University

✓ The System Manager, Computer Centre - with a request to host the circular in the University website.



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 Contact Number (Mobile No.) | : | |
| 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.

SIGNATURE OF THE APPLICANT

Place:

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