



**PONDICHERY UNIVERSITY**  
(A Central University)

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

No.PU/ESTT/NT-1/IV-4/2013/76

Date: 16.07.2013

**CIRCULAR**

**Sub:** PU – ESTT – Sanction of Festival Advance to the Employees of the University for Ramzan, Dussehra, Deepavali, Christmas & Pongal (2014) – 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                  | 09.08.2013        | 01.08.2013                           |
| 2       | Ayudha Pooja / Dussehra | 13.10.2013        | 03.10.2013                           |
| 3       | Deepavali               | 02.11.2013        | 21.10.2013                           |
| 4       | Christmas               | 25.12.2013        | 12.12.2013                           |
| 5       | Pongal                  | 14.01.2014        | 26.12.2013                           |

// 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  
(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

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  
BORROWER 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 WHEREAS 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.