



VIDYASAGAR UNIVERSITY
MIDNAPORE-721102

Office of the Finance Officer

CIRCULAR FOR FESTIVAL ADVANCE 2014

Ref: VU/Fin/Fest Adv-2014/ 369(.....)

Date: 08.08.2014

This is for information of all concerned that the University authority has approved Interest Free Festival Advance of Rs. 3000/- only for all university employees in terms of **G.O. no. 799(19)/Edn(U) dated 24.07.2014** issued by the Department of Higher Education, Govt. of West Bengal with the following terms and conditions given below.

- 1) All employees (wholtime, contractual) whose Gross emoluments on 31st March, 2014 exceeded Rs. 22000/- per month but did not exceed Rs. 30000/- per month are eligible to receive Interest Free Festival Advance Rs. 3000/- only
- 2) The Advance will be recovered from salary in 10 monthly installment starting from November,2014.
- 3) The employees who will retire before 1st November, 2014 will not be allowed any festival advance.
- 4) The employees who joined after 31st March, 2014 but before 1st October, 2014 will also be eligible for drawing festival advance subject to fulfillment of other conditions.

All concerned **who are eligible & willing to draw interest free festival advance of Rs. 3000/- only** are requested to send their consent (Format Enclosed) through respective HOD for taking festival advance for 2014 to this office latest by **31st August, 2014.**

FINANCE OFFICER

Copy to:

1. All Administrative Heads,
2. All Academic Heads,
3. The Secretary, VUTA,VUOA,VUSKU, VUPEA.
4. The Guard File



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P / C / D

Office of the Finance Officer

PROFORMA FOR SUMMARY OF CONSENT FOR TAKING FESTIVAL ADVANCE 2014
(Last date of submission 31st August, 2014)

[Please use **separate sheet for different categories** of employees]

DEPARTMENT :.....

LIST OF EMPLOYEES ON SUBSTANTIVE APPOINTMENT / ON CONTRACT / CASUAL
(Strike out which is not applicable)

| Name of Employee | Salary Code | Signature of the employee (required if he is willing only) |
|------------------|-------------|---|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
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| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |
| 13. | | |
| 14. | | |
| 15. | | |

The above persons expressed their willingness for taking festival advance of 2014 as per university norm.

Date:

Signature of the HOD / Secretary