



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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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.		
8.		
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