



VIDYASAGAR UNIVERSITY
Office of the Finance Department

CIRCULAR

FESTIVAL ADVANCE 2025

Ref: VU/Fin/Fest Adv/ 1340 /2025

Date: 13/03/2025

This is for information of all concerned that the University Authority has kindly agreed and approved payment of Interest Free Festival Advance like previous years for all the eligible university employees from its own resources subject to the following terms and conditions given below:

- 1 All employees in permanent and substantive post may receive Rs. 22000/- (Maximum)
- 2 All Wholetime Contractual employees whose monthly consolidated salary exceeds Rs. 18000/- may receive Rs. 22000/-
- 3 All Wholetime Contractual employees whose monthly consolidated salary exceeds Rs. 10000/- but less than Rs. 18000/- may receive Rs. 18000/-
- 4 All other Wholetime Contractual employees whose monthly consolidated salary is less than Rs. 10000/- may receive Rs. 10000/-
- 5 Contractual Hostel Employees may receive Rs. 10000/-
- 6 The Advance will be first adjusted with bonus (as per G.O.) if eligible, and rest will be recovered from monthly salary in 10 equal monthly installment starting from salary for the month of **November, 2025**.
- 7 The employees who will retire before 1st November, 2025 will not be allowed any festival advance.
- 8 **All Teachers, Non-teaching employees and officers drawing gross pay exceeding Rs. 60000/- per month are requested to kindly refrain from applying for festival advance in the greater interest of the financial health of the university.**

The last date of receiving application for festival advance in the enclosed proforma by the office of the undersigned is **19th March 2025 for all Muslim employees** and for rest employees **25th August, 2025**.

No application will be considered after the due date, hence no request be made.

Cooperation in this regard is solicited.

Sd/ Finance Officer

Copy to:

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



INDIVIDUAL CONSENT FORM FOR FESTIVAL ADVANCE 2025

Last date of submission: 19th March 2025 (for Muslim); 25th August, 2025 (Rest)

Name (in Block letters only)	Employee Code
	VU/

In terms of the circular no. VU/Fin/Fest Adv/ 1340 /2025 dated 13.03.2025, I am willing to receive Rs. as Festival Advance 2025.

Date:

Signature:



INDIVIDUAL CONSENT FORM FOR FESTIVAL ADVANCE 2025

Last date of submission: 19th March 2025 (for Muslim); 25th August, 2025 (Rest)

Name (in Block letters only)	Employee Code
	VU/

In terms of the circular no. VU/Fin/Fest Adv/ 1340 /2025 dated 13.03.2025, I am willing to receive Rs. as Festival Advance 2025.

Date:

Signature:



INDIVIDUAL CONSENT FORM FOR FESTIVAL ADVANCE 2025

Last date of submission: 19th March 2025 (for Muslim); 25th August, 2025 (Rest)

Name (in Block letters only)	Employee Code
	VU/

In terms of the circular no. VU/Fin/Fest Adv/ 1340 /2025 dated 13.03.2025, I am willing to receive Rs. as Festival Advance 2025.

Date:

Signature:



INDIVIDUAL CONSENT FORM FOR FESTIVAL ADVANCE 2025

Last date of submission: 19th March 2025 (for Muslim); 25th August, 2025 (Rest)

Name (in Block letters only)	Employee Code
	VU/

In terms of the circular no. VU/Fin/Fest Adv/ 1340 /2025 dated 13.03.2025, I am willing to receive Rs. as Festival Advance 2025.

Date:

Signature:



INDIVIDUAL CONSENT FORM FOR FESTIVAL ADVANCE 2025

Last date of submission: 19th March 2025 (for Muslim); 25th August, 2025 (Rest)

Name (in Block letters only)	Employee Code
	VU/

In terms of the circular no. VU/Fin/Fest Adv/ 1340 /2025 dated 13.03.2025, I am willing to receive Rs. as Festival Advance 2025.

Date:

Signature:



INDIVIDUAL CONSENT FORM FOR FESTIVAL ADVANCE 2025

Last date of submission: 19th March 2025 (for Muslim); 25th August, 2025 (Rest)

Name (in Block letters only)	Employee Code
	VU/

In terms of the circular no. VU/Fin/Fest Adv/ 1340 /2025 dated 13.03.2025, I am willing to receive Rs. as Festival Advance 2025.

Date:

Signature:



INDIVIDUAL CONSENT FORM FOR FESTIVAL ADVANCE 2025

Last date of submission: 19th March 2025 (for Muslim); 25th August, 2025 (Rest)

Name (in Block letters only)	Employee Code
	VU/

In terms of the circular no. VU/Fin/Fest Adv/ 1340 /2025 dated 13.03.2025, I am willing to receive Rs. as Festival Advance 2025.

Date:

Signature: