

**JADAVPUR UNIVERSITY  
KOLKATA - 700 032**

Ref. No.: REC/N/129/2020

Dated : 28/08/2020

CIRCULAR FOR FESTIVAL ADVANCE- 2020.

This is information of all concerned that the University has approved payment of "**Interest Free Festival Advance**" to all eligible employees of the University celebrating **Puja Festival**, as requested. It has been decided as per practice that:

"The permanent whole-time employee in the time scale of pay of the University be sanctioned an Interest Free Festival Advance to the extent **Rs. 18,000/- (Rupees Eighteen thousand) only** for ensuing Puja festival 2020 to those only who shall apply for the same in the prescribed form which will be recovered in equal ten monthly installments, deduction starting from the salary of **November 2020** subject to adjustment with the bonus, sanctioned by the West Bengal Government for eligible employees.

The temporary whole-time employee of the University be sanctioned an Interest-Free Festival Advance of Rs. 18,000/- (Rupees Fifteen thousand) only or one month's salary whichever is lower for ensuing Puja festival 2020 on same terms and conditions, subject to the execution of a Bond on a specific format to this effect, individually."

**The employees interested to draw the advance may please note that:**

- 1) The application format is available in the Administrative Office at the Ground Floor of the Aurobindo Bhavan.
- 2) Net Pay will be considered as a criterion for release of festival Advance; the employees **having net salary of less than Rs. 3,000/- or 20% of Gross salary will not be considered for the advance.**
- 3) **The last date of submission of application and date of disbursement are fixed as 15<sup>th</sup> September 2020 (within 5 pm) and 22<sup>th</sup> September 2020.**
- 4) No application will be considered after the due date, hence no request be made.
- 5) This advance will **not** be disbursed to those who are going to retire during 2020-2021 i.e. within March 2021. In case of those who are going to retire after March, 2021 but within the recovery period, the recovery be made in reduced installments.
- 6) The amount of arrears Festival Advance of previous years lying unadjusted, if any till date will be deducted from the advance sanctioned herein before to the concerned members of the staff.
- 7) Those repaid the last advance early will be monitored.
- 8) Employees on probation are required to submit a Guarantee Bond also along with the application, if any they are desirous of drawing the advance.
- 9) **Recovery period: November 2020 to August 2021.**
- 10) Members of the staff celebrating Puja festival, willing to draw the said festival advance, may apply in the prescribed form(s) are to be submitted to the **Pay Section** at the first floor of the Aurobindo Bhavan, within **15<sup>th</sup> September 2020 (within 5 pm)** for smooth processing to pay on **22<sup>th</sup> September 2020**. By Bank transfer like salary. No request be entertained after due date.

Co-operation of all concerned is solicited, for physical submission of forms as the country is entering into Unlock-4 shortly.

  
**FINANCE OFFICER**

To,

All Departments/ Sections / Units / Schools/ Centers (Including Salt Lake Campus),  
F.O., Pay Section, Cashier – for co-ordination please, Administrative Office-03 Copies,  
Shyamal Bose (for Publication in the Website).

To  
The Finance Officer,  
Jadavpur University,  
Kolkata - 700 032.

Sir,

Re: Circular No. REC/N/129/2020 dated 28/08/2020

I, Sri/Smt.....an employer/employee on probation\* of this University, being attached presently to..... (Section/Department) hereby apply for an **Interest free Festival Advance of Rs. 18,000/- (Rupees Eighteen thousand)** only for meeting my commitments during the ensuing Festival 2020. I agree that the amount taken by me as advance be recovered in equal ten monthly installments starting from the salary for the month of **November, 2020** after adjusting due bonus, if any (When declared by the Government).

In case, I have or am to leave the University for any reason whatsoever, before this advance recovered in full, I agree to refund the unrealized portion of the advance, forthwith. My date of retirement is \_\_\_\_\_ (if within August, 2020)

The last dates of submission of applications are **15<sup>th</sup> September, 2020** and date of disbursement is fixed as **22<sup>th</sup> September, 2020**.

Yours faithfully

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(Signature)

Name in full (Block Letters):.....

Designation: ....., Department:.....

Salary Book: ....., Page No.:....., Employee Code:.....

Signature: ....., Dated: .....

\*Employees on probation are required to submit a Guarantee Bond also.

(For Office Use Only)

Date of Retirement: ....., Amount of past Advance: .....

New Advance Rs. 18,000/- Bonus : ..... Net Amount:.....

No. of Installments: Amount to recover per month.....

Supdt. Pay Sec.

Finance Officer

**JADAVPUR UNIVERSITY**  
KOLKATA - 700 032

Know All men by myself PRESENTS that I \_\_\_\_\_ son of Sri/Late \_\_\_\_\_ in the District of \_\_\_\_\_ at present employed as \_\_\_\_\_ in the \_\_\_\_\_ (hereinafter called "the Surety") am hold and firmly by bound into the Registrar, Jadavpur University which expression shall include his successors and assigns) in the sum of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_) only to be paid to the University FOR WHICH PAYMENT to be well and truly made, I hereby bind myself by heirs, executors administrators and representatives firmly y these presents.

As witness my hand this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ (Two thousand and \_\_\_\_\_) WHEREAS \_\_\_\_\_ a resident of \_\_\_\_\_ in the District of \_\_\_\_\_ at present employed as temporary \_\_\_\_\_ in the (hereinafter called University advance of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) for \_\_\_\_\_ nd WHEREAS THE BORROWER has undertaken to repay the said amount in \_\_\_\_\_ equal monthly installments, AND WHEREAS in consideration of the University having agreed to grant the aforesaid advance to borrower the surety has agreed to execute the above bond with such conditions as herein under is written.

NOW THE CONDITIONS OF THIS OBLIGATION is such that if the said Borrower shall while employed in the said duty and regularly pay or cause to be paid in the University the mount of the aforesaid advance owing to the University installments until the said sum of Rs. \_\_\_\_\_/- (Rupees \_\_\_\_\_ only) shall be duly paid, then this bond shall be void, otherwise the same shall be and remain in full force and virtue. 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) as shall then remain unpaid shall immediately become due and payable to the University and be recoverable from the surety in one installment by virtue of this bond.

The obligation undertaken by the surety shall not be discharge or in any way affected by an extension of time of any other indulgency granted by the University to the said borrower.

The University has agreed to bear the stamp duty, if any, for this document.

Signed and delivered by the said.

**Dated:**

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**Signature of Surety**

(A permanent employee who is confirmed in his post)

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_