

**CIRCULAR FOR FESTIVAL ADVANCE-2022.**

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 sanctioned by Vice Chancellor (Offg.), as per recommendation of the Finance Committee held on 23<sup>rd</sup> August 2022.

**It has been decided, as per practice and precedences, 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. 20,000/-** (Rupees Twenty thousand only) for ensuing Puja Festival 2022 to those only who shall apply in hand copies for the same in the prescribed form which will be recovered in equal ten monthly installments, deduction starting from the salary of **November 2022** 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 up to Rs. 20,000/- (Rupees Twenty thousand only) or one month's salary whichever is lower for ensuing Puja Festival 2022 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 07<sup>th</sup> September 2022 (within 5 pm) and 12<sup>th</sup> September 2022 respectively.
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 2022-2023 i.e. within March 2022. In case of those who are going to retire after March, 2022 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 2022 to August 2023.**
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 07<sup>th</sup> September 2022 (within 5 pm) for smooth processing to pay On 12<sup>th</sup> September 2022, by Bank transfer like salary. No request be entertained after due date.

Co-operation of all concerned is solicited.

  
FINANCE OFFICER