

KURUKSHETRA UNIVERSITY KURUKSHETRA
(Established by State Legislature Act XII of 1956)
(“A+” Grade NAAC Accredited)

No.Bills/BN-I/18/1728-1827

Dated: 31.10.2018

To

1. All the Chairpersons of Teaching Departments & Heads of Non-Teaching Departments/Offices/Branches, K.U.Kurukshetra.
2. Principals of University College & University College of Education, K.U.Kurukshetra
3. Resident Medical Officer, K.U.Kurukshetra
4. Joint Director, Local Audit, Haryana, K.U.K.
5. O.S.D. to Vice-Chancellor, K.U.Kurukshetra
6. Asstt. Registrar O/o Registrar, K.U.K.
7. P.S. to Finance Officer (for kind information Finance Officer, K.U.K.)

Subject: Festival Advance for Diwali-2018.

Dear Sir/Madam,

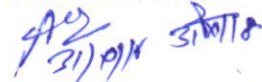
The Vice-Chancellor has been pleased to sanction Festival Advance of Rs.6,000/- (Rupees Six Thousand only) to each University employee upto the rank of Superintendent. The loan is payable subject to the following conditions:-

1. The advance will be admissible to permanent/temporary, SFS & regular employees.
2. The advance will be recovered in four installments and the entire advance should be recovered from the pay of employees before the close of financial year 2018-19.
3. The officer concerned before sanctioning the advance should satisfy himself that the incumbent will continue in service until full recovery of the total amount of advance is affected.
4. The advance should not be granted to the employees on deputation to other Governments.
5. The advance may be drawn and disbursed before the Diwali Festival.
6. Where both husband and wife are employed, the advance should be allowed to one of them.
7. The first installment of recovery will be started from salary bill for November 2018 paid in December 2018. Employees seeking this loan may apply through proper channel and **the application on a prescribed Performa as at over-leaf should reach this office by 02.11.2018 upto 5.00 P.M.** positively failing which no application will be entertained.

Yours faithfully,


31.10.18

Admn. Officer (Accounts-II)
for Finance Officer


31/10/18

To

The Registrar,
Kurukshetra University,
Kurukshetra

Subject: Festival Advance for Diwali 2018.

Sir,

I may kindly be given Festival Advance of Rs.6,000/- which may be recovered from my salary in four installments starting from the salary of November,2018 paid in December 2018.

1. Name & Designation (Mob.No.) : _____
2. Father's Name : _____
3. Department/Branch in which the salary is being charged. : _____
4. Whether Confirmed/Temporary/SFS : _____
5. Whether both husband & Wife are Employed or not. : _____

Yours faithfully,

Dated: _____

(Full Signature)

In case of temporary employee surety to the satisfaction of recommendation authority is required.

1. Name of Surety (IN BLOCK LETTERS) : _____
2. Officer/ Department : _____
3. Permanent post held : _____
4. Full signature in token to repay the advance in the event of default by the loanee. : _____

Recommended

The employee being Temporary surety of _____ Designation _____ for the advance applied by the applicant has been obtained to my satisfaction.

Signature
(SEAL)
Head of the Deptt./Branch