

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

No.Bills/BN-I/23/1725-1824

Dated: 03.11.2023

To

1. Chairpersons/Directors/Principals/Branch Officers of all the Teaching/ Institutes/Colleges/Non-Teaching Deptts./Offices, KUK.
2. Director, Directorate of Distance Education, KUK.
3. Principal, Univ.Sr.Sec.Model School, KUK
4. P.S. to Finance Officer (for kind information of the F.O.), KUK
5. OSD to Vice-Chancellor,(for kind information of the Vice-Chancellor) KUK
6. A.R.. O/o the Registrar (for kind information of the Registrar), KUK
7. Director, I.T. Cell, K.U.K. with the request to upload the above said documents on the KUK Website [www.kuk.ac.in](http://www.kuk.ac.in).

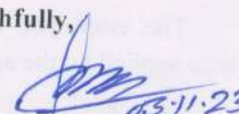
**Subject: Festival Advance to Non Teaching Regular Employees during 2023-24.**

Dear Sir/Madam,

The Vice-Chancellor has been pleased to sanction interest free Festival Advance of Rs. 12, 000/- (Rupees Twelve Thousand only) to the University employees upto the rank of Superintendent who apply for the same. The loan is payable subject to the following conditions:-

1. The advance will not be admissible to work –charged & contingent paid staff and daily wagers.
2. The entire festival advance will be recovered in 10 installments from the pay of the concerned employees.
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/ Corporations/local bodies, employees who are under suspension etc.
5. Where both husband and wife are employed, the advance should be allowed to one of them.
6. The first installment of recovery will start from the month of November 2023 paid December 2023.
7. 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 07.11.2023 upto 4.00 P.M. positively**, after that no application will be entertained.

Yours faithfully,

  
03.11.23  
Asstt. Registrar (Accounts-II)  
Assistant Registrar (A/c)  
Kurukshetra University,  
for Finance Officer  
KURUKSHETRA-136119.

LAST DATE: 07.11.2023 (4:00 pm)

ECR No. \_\_\_\_\_ Pg. No. \_\_\_\_\_

To

The Registrar,  
Kurukshetra University,  
Kurukshetra

**Subject: Festival Advance to Non Teaching Regular Employees during 2023-24.**

Sir,

I may kindly be given Festival Advance of Rs.12,000/- (Twelve Thousand Only) which may be recovered from my salary in ten (10) installments starting from the salary for the month of November 2023 paid in December 2023.

1. Name & Designation : \_\_\_\_\_
2. Mobile No. of the Employee : \_\_\_\_\_
3. Father's Name : \_\_\_\_\_
4. Department/Branch in which the salary is being charged. : \_\_\_\_\_
5. Whether Confirmed/Temporary/SFS : \_\_\_\_\_
6. Whether both husband & Wife are Employed or not. : \_\_\_\_\_
7. Bank Account No. : \_\_\_\_\_

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. Office/ 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.

Asst. Registrar (Accounts-II)  
Kurukshetra University,  
KURUKSHETRA-136119

Signature

(SEAL)

Head of the Deptt./Branch