Ref. No. R/GAD/II-Festival Adv./2018/ 47475

The Directors of Institutes,
The Director, IIT(BHU)/Varanasi,
The Deans of Faculties,
The Heads of Departments/Offices/Units,
The Principal of College/ Schools,
The Professor Incharge, RGSC (Barkachha),
The Admin. Warden/ Wardens of Hostels,
Banaras Hindu University

Subject: Festival Advance for Holi -2018.

Dear Sir/ Madam,

It is notified that as per rules, the Non-Gazetted employees of the University whose Grade pay does not exceed to Rs. 4,800/- p.m are eligible for sanction of festival advance @ Rs. 4,500/- (Rs. Four Thousand, Five Hundred, only) each.

Accordingly, applications on prescribed format are invited from the desirous employees of the University for sanction of festival advance for Holi-2018. The completed application forms in all respect should reach the Recovery Section, Finance Office, Central Registry, positively by 05.02.2018 for Holi-2018 for the purpose of verification of dues.

The recovery of the above advance shall be made in not more than 10 monthly instalments through the monthly pay/ leave salary etc. bill of the employee concerned by the Head of the Office or the Finance Officer as the case may be. The recovery should commence with the issue of pay for the month following that in which the advance is drawn.

It is clarified that such festival advance is admissible only once in a financial year even if the festival falls twice in the same year. The earlier advance, if any, should have been recovered in full. The advance should be drawn before the festival. The time-lag between dates of drawal and disbursement to be reduced to the minimum.

It is clarified, further, that the temporary staff who are not likely to continue in service at least for six months beyond the month of drawing the advance, are not eligible. The Official under suspension and the Officials on half Pay Leave or Extra Ordinary Leave (EOL) or Leave without pay at the time of payment, are not eligible for the purpose. However, the officials on E.L./ Maternity Leave are eligible.

The format of the application is given overleaf.

Yours faithfully,

JOINT REGISTRAR
(GENERAL ADMINISTRATION)

Ref. No. R/GAD/II-Festival Adv./2018/

COPY forwarded to the following for information and necessary action:
1. The Joint Registrar (Accounts) I & II, BHU,
2. The Joint Registrar & Incharge, Electronic Data Cell, R.O. Finance, BHU.
3. The Section Officer, Recovery/ Establishment, R.O. Finance, BHU.
4. The Web-Master, Computer Centre, BHU for uploading on internal website of the University

Note: The Director, IIT(BHU)/Varanasi/IMS/Agril.Science/IESD/Science/Management Studies/ Principal, MMV/ Medical Superintendent, SS Hospital and the Dean, Faculty of Arts / Social Sciences / Commerce/ University Engineer, UV/ Professor Incharge, Sanitary & support Services and Prof. Incharge, R.G.S.C., Trauma Centre have been authorized to sanction the festival advance to the eligible employees working under their control.

JOINT REGISTRAR
(GENERAL ADMINISTRATION)
Employee No.

Bank Name & Branch

Bank Account No.

BANARAS HINDU UNIVERSITY
APPLICATION FORM FOR SANCTION OF FESTIVAL ADVANCE

1. Name of the employee

2. Designation

3. Department/Office

4. Date of Appointment

5. Permanent/On probation/Temporary

6. Date of Retirement

7. Grade Pay as on 01.01.2018 : Rs.

8. Name of Festival : Holi-2018

9. (a) Whether festival advance was taken in the current financial year :
   (b) If yes, mention the name of the festival
   (c) Whether festival advance taken in the current financial year has been recovered in full: Yes/No

10. Signature of Employee

11. Recommendation of the Head of the Department/Office:
   (a) Certified that the above employee has not been sanctioned festival advance during this financial year.
   (b) Recovery of Festival Advance, if any, taken earlier has been recovered in full.
   (c) The above information is correct as per record.

Dated -

Signature of the Head
(Seal)

( FOR USE OF FINANCE OFFICE )

Certified that the above employee has taken / not taken festival advance during current financial year and there is dues / no dues against him/her.

DUES/NO DUES

Section Officer (Recovery-Finance) Asstt. Registrar (Accounts)