



VISVA-BHARATI
SANTINIKETAN

OFFICE ORDER

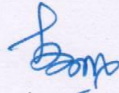
The undersigned is to convey that the Upacharya has been pleased to approve payment of Festival Advance on the eve of Id-UL-Fitre and Durga Puja for the year 2015-16 to the employees of the University at the rate mentioned below against each category of staff subject to recovery of the same in 10(ten) equal monthly instalments from their salary/pay.

Sl No.	Category of Staff	Amount of Festival Advance
1.	Permanent employees (upto GP Rs.4800)	Rs.10,000/-
2.	Temporary Status (Equivalent to Group D employees – MTS)	Rs. 9,000/-
3.	Consolidated/Daily rated/ Part time Matrons etc.	Rs. 5,000/-
4.	Contractual Workers/ Temporary Part time workers	Rs. 5,000/-

Festival Advance for employees drawing AGP/GP greater than Rs.4800 is not admissible as per rules (Rule 53). Application for festival advance is to be submitted to the Joint Registrar, Establishment as per the prescribed format (enclosed). Employees under category 2,3 and 4 above will produce a Surety Bond (in the prescribed form) to the Deputy Registrar (Accounts), Visva-Bharati.

Encl: as stated

Memo No.Admn./G/A.4.1/ 211
Date: 29.06.2015


Registrar
Visva-Bharati

To:
1. Deputy Registrar, Accounts

Copy to:

1. Pro-Vice Chancellor/All Provosts/Directors/Adhyakshas of all Bhavanas/Vibhagas
2. Heads of all academic/administrative Departments/Centres/ Offices
3. Finance Officer
4. Internal Audit Officer
5. All Joint Registrars/Deputy Registrars/ Assistant Registrars
6. C.S to Vice-Chancellor
7. P.A to the Registrar
8. University Webmaster- To upload it in the University website.



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FORMAT FOR APPLICATION FOR FESTIVAL ADVANCE- 2015-2016

To
The Joint Registrar (Establishment)
Visva-Bharati

Sir,

I hereby furnish the following information as I desire to obtain Festival Advance for the year 2015-2016:

1. Name of the employee:
2. Employee ID No:
3. Department/Bhavana/Office:
4. Pay in the pay-band:
5. Grade Pay:

Date:

(Signature of the employee)