



VISVA-BHARATI
SANTINIKETAN

OFFICE ORDER

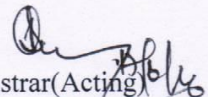
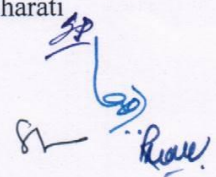
The undersigned is directed to convey that the Upacharya(Offg.), subject to ratification by the Finance Committee (Artha-Samiti) and Executive Council (Karma-Samiti), has been pleased to approve payment of Festival Advance on the eve of Id-UL-Fitre and Durga Puja for the year 2016-17 to the following permanent employees and other categories of workers of the University at the rate mentioned against each subject to recovery of the same in 10(ten) equal monthly instalments from their salary/pay/wages;

Sl No.	Category of Staff	Amount of Festival Advance
1.	Permanent Employees (upto Grade Pay Rs.4800/-)	Rs.10,000/-
2.	Temporary Status (Equivalent to Group 'D' employees – MTS)	Rs. 9,000/-
3.	Casual Workers/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, Administration as per the prescribed format (enclosed) within 7(seven) days from the date of issue of the Office Order. Employees under category 2,3 and 4 above will produce a Surety Bond as per the prescribed format to the Accounts Officer, Visva-Bharati before disbursement of festival advance.

Encl: As stated

Memo No.Admn./G/A.4.1/ 249
Date: 17.06.2016


Registrar(Acting)
Visva-Bharati


To:

1. Finance Officer
2. Accounts Officer
3. Internal Audit Officer

Copy to:

1. All Directors/Adhyakshas of all Bhavanas/Vibhagas
2. Heads of all academic/administrative Departments/Centres/ Offices
3. Joint Finance Officer – To place it before Finance Committee for ratification
4. All Joint Registrars/Deputy Registrars/ Assistant Registrars/ Section Officers
5. C.S to Vice-Chancellor
6. Assistant Registrar, Office of the Pro-Vice-Chancellor
7. Section Officer(Meetings) – To place it before the Executive Council for ratification.
8. P.A to the Registrar
9. University Webmaster- To upload it in the University website.



VISVA-BHARATI
SANTINIKETAN

APPLICATION FOR FESTIVAL ADVANCE - 2016-2017

To
The Joint Registrar(Administration)
Visva-Bharati

Sir,

I hereby furnish the following information as I desire to obtain Festival Advance for the year 2016-2017.

1. Name of the employee:
2. Employee ID NO:
3. Department/Bhavana/Office:
4. Pay in the pay-band as on May, 2016:
5. Grade Pay as on May, 2016:

Date:

(Signature of the employee)