



OSMANIA UNIVERSITY
HYDERABAD-500 007

MR. No. 69/269/2017-18/Budget-Gen.

Dated: 07-06-2017.

ORDERS

Sub:-LOANS AND ADVANCES - Release of Festival Advance (RAMZAN) for the Financial Year 2017-18 - Orders - Issued.

On the representation of the Service Associations of University Employees, the Vice-Chancellor has accorded sanction for release of the Festival Advance to the Non-Teaching Employees of the University, for the year 2017-18, at the following rates:

Category	Regular Employees	Time Scale Employees
NGO's / Technical	₹ 7,500	₹ 5,000
Class IV Employees	₹ 5,000	₹ 3,000

The Payment of Festival Advance is subject to the following conditions:

- i) Employees are required to give their option to avail the **Festival Advance** in the prescribed format (**Annexure-I**)
- ii) The Principals / Directors / Heads of Depts. / Administrative Officers, will obtain the option forms (**Annexure-I**) from the employees concerned and furnish separate lists of **Regular & Time Scale Employees**, who have opted to avail the Festival Advance, in **Annexure-II** to these Orders, to the **Deputy Registrar, Centralized Pay Bills, Accounts Branch, O.U.**, on or before **14-06-2017**. Based on the list of eligible employees furnished by the respective Controlling Officers, the Festival Advance will be claimed and credited into the Bank Accounts of the concerned employees directly, by the University Office. **The Option forms / Surety forms** submitted by the employees shall be retained in the College / Dept. / Office, for record.
- iii) In respect of **Work Charged Employees and employees working in various Schemes**, the concerned Drawing Officers will draw and disburse the Festival Advance **as per the existing practice**.
- iv) The recovery of the Festival Advance drawn shall be made in **Ten (10) Equated Monthly Installments commencing from the salary for the month of July, 2017, Payable on or after 01-08-2017**.

Contd.2

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- v) The Time Scale Employees shall produce Surety (**Annexure-III**) from two permanent employees, before drawing the advance.
- vi) Only the employees drawing scale of pay of ` 28940-78910 (RPS 2015) or ` 14860-39540 (RPS 2010) as the case may be and below are eligible for the advance. **In this connection, it is clarified that the employees holding posts, the Pay scale of which, is ` 28940-78910 (RPS 2015) or ` 14860-39540 (RPS 2010) or below, are eligible for the drawal of Festival Advance, irrespective of the scale they are actually enjoying under Automatic Advancement Scheme.**

2. The expenditure on payment of Festival advance to the employees drawing their salaries from the Normal Budget will be met out of the provision of ` **170Lakhs**, made in the University Budget, for the year 2017-18, under the head '**Festival Loan**' (Code No. 603-00-01-441).

3. In respect of other employees, the expenditure on payment of Festival Advance, will be charged to the concerned provisions / Funds / Schemes, from which their salaries are being paid, at present.

4. **These orders are not applicable to the Part-time / Contract Employees.**

5. The Deputy Registrar (Pre-Audit), Osmania University, will admit the claims for Festival Advance and pass for payment, under the rules.

FINANCE OFFICER

Forwarded for information and necessary action to:-

1. The Principals of all the University Campus & Constituent Colleges including P.G. Colleges, at Districts.
2. The Heads of All Departments/Offices.
3. All the Administrative Officers.
4. The Deputy Registrar (Pre-Audit), Osmania University - with a request to maintain a separate account of expenditure incurred under the head **Festival Loan**
5. The Deputy Registrar (Accounts-Centralized Pay Bills), O.U.
6. The Secretary to the Vice-Chancellor, Osmania University.
7. The P.A. to Registrar, Osmania University.
8. The Superintendent (Budget), O.U. - Sanctions file for the year **2017-18**

Copy communicated to:-

The President / General Secretary

1. O.U. N.G.Os' Association.
2. O.U. Technical Staff Association.
3. O.U Employees' Union.

ANNEXURE-I

To

Sir/Madam,

I _____ S/o, W/o, D/o _____

do hereby give my consent to avail Festival Advance (RAMZAN) ` _____ (Rupees _____ only), sanctioned for the year 2017-18, vide University Orders MR. No. 69/269/2017-18/Accts/Bud-Gen., Dt. 07-06-2017. Further, I have no objection to the recovery being effected in TEN equated monthly installments regularly, from my salary/wages commencing from the month of **July, 2017** payable on or after **01-08-2017**.

Signature :

Designation :

Employee I.D. No.:

Bank A/c No. :

Name of the Bank:

Place of work :

Date:

ANNEXURE-II

No.

Dated:

The Deputy Registrar,
Centralized Pay Bills,
Accounts Branch,
OsmaniaUniversity.

Sub:- Loans & Advances - Release of Festival Advance (RAMZAN) for the year 2016-17 - Furnishing of List of eligible employees - Regarding.

Ref:- Univ. Orders MR. No. 69/269/2017-18/Accts/Budget-Gen, Dt. 07-06-2017.

Sir/Madam,

With reference to the University Orders cited I am herewith furnishing the list of employees who have submitted their option forms / surety forms for drawl of Festival Advance (RAMZAN). The option forms / surety forms have been kept on record at this Office.

Kindly arrange to remit the Special Festival Advance in to the respective Bank Accounts of concerned employees.

Encl: As above

Yours faithfully,

Principal / Head of the Office

Sl. No.	Employee I.D. No.	Name	Designation	Scale of Pay	Festival Advance Sanctioned	Bank A/c No.	Name of the Bank/ Branch
1	2	3	4	5	6	7	8

ANNEXURE-III

To

Sir/Madam,

I _____ S/o,W/o,D/o _____ do hereby give my consent to avail Festival Advance (RAMZAN) ` _____ (Rupees _____ only), sanctioned for the year 2017-18, vide University Orders MR. No. 69/269/2017-18/Accts/Budget-Gen, Dt. 07-06-2017. Further, I have no objection to the recovery being effected in TEN equated monthly installments regularly, from my salary/wages commencing from the month of **July, 2017** payable on or after **01-08-2017**.

Signature :
Designation :
Place of work :
Date :
Status of
Employment : Temporary / Time Scale

SURETY (To be given by two permanent employees)

We do stand surety for Mr./Ms. _____ S/o, W/o,D/o _____ working as _____ at _____ and we jointly and severally undertake to repay the outstanding dues of Festival Advance (RAMZAN) for the year 2017-18, if any, in case he / she ceases to be in the service of Osmania University, before liquidation of the said loan.

Surety : 1

Signature :
Designation :
Place of work :
E.I. D. No. :
Date :

Surety : 2

Signature :
Designation :
Place of work :
E.I. D. No. :
Date :

// Countersigned \\

Principal / Head of the Institution