



OSMANIA UNIVERSITY  
HYDERABAD-500 007

No. 4315 /269/2014-15/Budget-Gen.

Dated: 18 - 09 - 2014.

**ORDERS**

**Sub:- LOANS AND ADVANCES** - Release of Special Festival Advance (DASARA) for the Financial Year 2014-15 – Orders – Issued.

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On the representation of the Service Associations of University Employees, the Vice-Chancellor has accorded sanction for release of the Special Festival Advance (DASARA) to the Non-Teaching Employees of the University, for the year 2014-15, at the following rates:

Category	Regular Employees	Time Scale Employees
Superior	₹ 5,000.00	₹ 3,000.00
Inferior	₹ 4,500.00	₹ 2,500.00

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

- Employees are required to give their option to avail the **Special Festival Advance (DASARA)** in the prescribed format (**Annexure-I**)
- The Principals / Directors / Heads of Depts. / Administrative Officers, shall obtain the option forms (**Annexure-I**) from the employees concerned and furnish separate lists of **Regular & Time Scale Employees**, who have opted to avail **Special Festival Advance (DASARA)**, in **Annexure-II** to these Orders, to the **Assistant Registrar, Centralized Pay Bills, Accounts Branch, O.U.**, on or before **22-09-2014**. Based on the list of eligible employees furnished by the respective Controlling Officers, the Special 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 / Department / Office, for record.
- In respect of **Work Charged Employees and employees working in various Schemes**, the concerned Drawing Officers shall draw and disburse the **Special Festival Advance (DASARA)** as per the existing practice.
- The recovery of the **Special Festival Advance (DASARA)** drawn shall be made in **Ten (10) Equated Monthly Installments** commencing from the salary for the month of **October 2014**, Payable on or after **01-11-2014**.
- The Time Scale Employees shall produce Surety (**Annexure-III**) from two permanent employees, before drawing the advance.

Contd.2



: 2 :

- vi) Only the employees holding posts, the pay scale of which is ₹ 14,860-39,540 (RPS 2010) or ₹ 7770-18,575 (RPS 2005) or below, are eligible for the drawal of Special Festival Advance (DASARA), irrespective of the scale they are actually enjoying under Automatic Advancement Scheme.
2. The expenditure on payment of **Special Festival Advance (DASARA)** to the employees drawing their salaries from the Normal Budget will be met out of the provision of ₹ **150 Lakhs**, made in the University Budget, for the year 2014-15, under the head '**Festival Loan**' (Code No. 603-00-01-441).
3. In respect of other employees, the expenditure on payment of Special Festival Advance (**DASARA**), 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 of Special Festival Advance and pass for payment, under the rules.

  
18/9/14  
**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 Asst. Registrar (Accounts-Centralized Pay Bills), O.U.
6. The I/c. Secretary to the Vice-Chancellor, Osmania University.
7. The P.A. to Registrar, Osmania University.
8. The Superintendent (Budget), O.U. i) Sanctions file for the year 2014-15  
ii) Chicket Book for the year 2014-15.

**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

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Sir/Madam,

I \_\_\_\_\_ S/o, W/o, D/o \_\_\_\_\_ do hereby give my consent to avail Special Festival Advance ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_ only), sanctioned for the year 2014-15, vide University Orders No.4315/269/2014-15/Accts/Bud-Gen., Dt.18-09-2014. 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 **October, 2014** payable on or after **01-11-2014**.

Signature :

Designation :

Employee I.D. No.:

Bank A/c No. :

Name of the Bank:

Place of work :

Date:

OSMANIA UNIVERSITY  
HYDERABAD - 500 007.

No.

Dated: -09-2014.

To

ANNEXURE-II

The Assistant Registrar,  
Centralized Pay Bills,  
Accounts Branch,  
Osmania University.

**Sub:- Loans & Advances** - Release of Special Festival Advance for the Financial year 2014-15 - Furnishing List of eligible employees - Regarding.

**Ref:-** Univ. Orders No.4315/269/2014-15/Accts/Budget-Gen, Dt.18-09-2014.

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 Special Festival Advance. 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	Spl.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 Special Festival Advance ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_ only), sanctioned for the year 2014-15, vide University Orders No. 4315/269/2014-15/Accts/Bud-Gen., Dt.18-09-2014. 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 **October, 2014** payable on or after **01-11-2014**.

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 Special Festival Advance for the year 2014-15, if any, in case he / she ceases to be in the service of the Osmania University, before the 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