



OSMANIA UNIVERSITY  
HYDERABAD - 500 007

No. 1914 /5/2019-20/Accts/Bud-Gen.

Dated: 10 - 06 - 2019.

**ORDERS**

**Sub:- LOANS & ADVANCES** - Sanction of Education Advance to the University Regular and Time-Scale Employees for the year 2019-20 - **Orders - Issued.**

**Ref:-** 1. G.O.Ms.No. 39 FINANCE (HRM.IV) DEPARTMENT, Dt.15-04-2015.  
2. O.U Orders No. 2226/5/2018-2019/Accts/Bud-Gen, Dt:15-06-2018  
3. Letter No. 13/TSA/OU/2019, Dt:29-05-2019 of the Three Service Associations of Osmania University, Hyderabad

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In pursuance of the G.O. 1<sup>st</sup> cited, the Vice-Chancellor has accorded sanction for payment of Education Advance at the rate of ₹ 7,500/- (**Rupees Seven thousand Five hundred only**) each of the eligible University Regular, Work- charged and Time-Scale Employees working in the University for the year 2019-20, subject to fulfillment of the following conditions:-

- i. Only those employees having at least one child pursuing studies would be eligible for this Advance. A declaration to that effect has to be obtained from all the eligible Regular, Work-Charged and Time-Scale Employees in the enclosed Proforma (Annexure-I).
- ii. The Time-Scale Employees shall produce Surety (Annexure-II) from Two (2) Permanent Employees, before drawing the advance.
- iii. The amount would be restricted to ₹ 7,500 (**Rupees Seven thousand Five hundred only**) **irrespective** of the number of children.
- iv. If both Wife and Husband are employed, **only one of them will be eligible for this Advance.**
- v. 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 to the Education Advance, irrespective of the pay scale they are actually enjoying under Automatic Advancement Scheme.**
- vi. This Advance is recoverable in Ten (10) equated monthly installments @ ₹ 750/- per month (**Rupees Seven hundred and Fifty only**) commencing from the salary of August, 2019 payable on or after 01.9.2019.

2. The expenditure on payment of Education Advance to the employees drawing their salaries from the Normal Budget will be met out of the provision of ₹ 100 Lakhs, made in the University Budget, for the year 2019-20, under the head "Educational Loan" (Code - 603-00-02-442).

Contd.2

3. The expenditure on payment of Education Advance to Work-Charged and Time-Scale Employees will be met out of the provision from which their salaries are being paid at present. While the expenditure in respect of employees working under various Schemes financed by the UGC and other Agencies will be met out of the funds of the respective Schemes / Agencies.
4. The Principals / Directors / Heads of Departments / Administrative Officers, will obtain the Declaration Form and Surety Form (to be submitted by the Time-Scale Employees) from the employees concerned in Annexure (I & II) and furnish the list of Regular Employees, who have opted to avail the Education Advance, in Annexure-III and individual receipt in Annexure IV appended to these Orders, to the Deputy Registrar, **Centralized Pay Bills, Accounts Branch, Osmania University**, on or before **15-06-2019**. Based on the list of eligible employees furnished by the respective Controlling Officers, the Education Advance will be claimed and credited into the Bank Accounts of the concerned employees directly, by the University Office. The Declaration Forms submitted by the employees shall be retained in the College / Department / Office, for record.
5. Separate claims shall be preferred in respect of Regular, Work-Charged and Time-Scale Employees.
6. The Principals / Directors / Head of Departments / Administrative Officers will take necessary action and exercise caution in establishing the genuineness of the claim by looking at family profile and the documents of Schools / Colleges for drawing and disbursing the above Advance to all the eligible employees, 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 Joint Registrar, Pre-Audit, O.U - Will maintain a separate account of Education Advance paid to Regular & Time-Scale Employees during the year **2019-20**
5. The Deputy Registrar (Accounts), O.U. i) Centralized Pay Bills ii) Treasury.
6. The Secretary to the Vice-Chancellor, O.U.
7. The P.A. to Registrar, O.U.
8. The DAO, Works Account, UBD, O.U.
9. The Superintendent (Budget), O.U. - Sanctions file for the year **2019-20**.

**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.

**DECLARATION**

I hereby declare that I have one / more than one School / College going children.

Further, I also declare that:--

- \* **My wife / husband is not employed in the University.**
- \* **My wife / husband who is an employee of the University has not applied for or obtained the Education Advance from the University.**

Signature:

N a m e :

Designation:

I.D. No. :

Station:

Office where employed:

Date:

"Countersigned"

Principal / Head of the Office

\* Strike of whichever is not applicable.

**ANNEXURE - II**

**SURETY TO BE SUBMITTED BY TIME SCALE EMPLOYEES**

To:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sir/Madam,

I \_\_\_\_\_ S/o, W/o, D/o \_\_\_\_\_  
do hereby give my consent to avail Education Advance ₹ 7,500 (**Rupees Seven thousand Five hundred only**), sanctioned for the year 2019-20 vide O.U.Orders No.1914/05/2019-20/ Accts/Budget-Gen, Dt.10-06-2019. Further, I have no objection to the recovery being effected in Ten (10) equated monthly installments regularly, from my salary commencing from the month of August 2019, payable on or after 01-09-2019.

Signature:

N a m e :

Designation:

I.D. No. :

Date:

Office where employed:

**SURETY (To be given by TWO Permanent Employees)**

We do stand Surety to Mr./Ms. \_\_\_\_\_ S/o,W/o,D/o \_\_\_\_\_  
Working as \_\_\_\_\_ at \_\_\_\_\_  
and we jointly and severally undertake to repay the outstanding dues of Education Advance for the year 2019-20, if any, in case he/she ceases to be in the service of Osmania University, before the liquidation of the said loan.

**SURETY - 1**

Signature :  
N a m e :  
Designation :  
Place of Work :  
I.D. No. :

**SURETY - 2**

Signature :  
N a m e :  
Designation :  
Place of Work :  
I.D. No. :



OSMANIA UNIVERSITY  
HYDERABAD - 500 007.

No.

Dated: - 06-2019.

To

**ANNEXURE-III**

The Deputy Registrar,  
Centralized Pay Bills,  
Accounts Branch,  
Administrative Building,  
**Osmania University.**

**Sub:- Loans & Advances** - Release of Education Advance for the Financial year 2019-20 - Furnishing of List of eligible Regular & Time-Scale employees - Regarding.

**Ref:-** Univ. Orders No. 1914 /05/2019-20/Accts/Budget-Gen, Dt.10-06-2019.

Sir / Madam,

With reference to the University Orders cited, I am herewith furnishing the list of Regular & Time-Scale employees who have submitted their declaration forms of Education Advance. The declaration forms have been kept in this Office for record.

Kindly arrange to remit the Education 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	Education Advance Sanctioned

**Annexure-IV**

**ADVANCE RECEIPT**

Received a sum of **₹ 7,500 (Rupees Seven Thousand and Five Hundred Only)**, (by Credit to my Savings Account No. \_\_\_\_\_ with \_\_\_\_\_ Bank \_\_\_\_\_ Branch, IFSC Code \_\_\_\_\_, in terms of O.U. **Orders No.1914/5/2019-2020/Budget-Gen, Dt.10-06-2019**, from the Registrar, O.U., towards Education Advance for the year 2019-20.

Revenue  
Stamp

Signature :

Name :

Date: -06-2019

Designation :

Place of work :

Employee ID No.: