



No. 2790 /01/2023-24/Budget-Gen.

Dated: 13 -10-2023.

ORDERS

Sub:- LOANS AND ADVANCES - Release of Special Festival Advance (DUSSEHRA) for the Financial Year 2023-24- Orders - Issued.

Ref:- Representation no.60/TSA/OU/2023, Dt.06-10-2023, of the Three Service Associations of University Employees, O.U.

The Vice-Chancellor has accorded sanction for release of the Special Festival Advance (DUSSEHRA), for the Financial Year 2023-24 to the Non-Teaching Employees of the University, at the following rates:

Category	Regular Employees	Time Scale Employees
N.G.O's./Technical(Superior)	₹ 15,000	₹ 15,000
Class-IV Employees(Inferior)	₹ 10,000	₹ 10,000

The Payment of Special Festival Advance (DUSSEHRA) is subject to the following conditions:

- i) Employees are required to give their option to avail the **Special Festival Advance (DUSSEHRA)** 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 Special Festival Advance (DUSSEHRA), in Annexure-II to these Orders, to the **Deputy Registrar, Centralized Pay Bills, Accounts Branch, O.U.**, on or before **16-10-2023**. Based on the list of eligible employees furnished by the respective Controlling Officers, the **Special Festival Advance (DUSSEHRA)** 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 Special Festival Advance (DUSSEHRA) **as per the existing practice**.
- iv) The recovery of the Special Festival Advance (DUSSEHRA) drawn shall be made in **Ten (10) Equated Monthly Installments commencing from the salary for the month of November, 2023, Payable on or after 01-12-2023**.
- v) The Time Scale Employees shall produce Surety (**Annexure-III**) from two permanent employees, before drawing the advance.

Contd.2

vi) Only the employees drawing scale of pay of ₹ 42300 - 115270 (RPS 2020) or ₹ 28940-78910 (RPS 2015) 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 ₹ 42300 - 115270 (RPS 2020) or ₹ 28940-78910 (RPS 2015) or below, are eligible for the drawal of Special Festival Advance (DUSSEHRA), irrespective of the scale they are actually enjoying under Automatic Advancement Scheme.

2. The expenditure on payment of **Special Festival Advance (DUSSEHRA)** to the employees drawing their salaries from the Normal Budget will be met out of the provision of ₹ **170.00 Lakhs**, made in the University Budget, for the year **2023-24**, under the head '**Special Festival Advance (DUSSEHRA)**' (Code No. **603-00-01-441**).

3. In respect of other employees, the expenditure on payment of Special Festival Advance (DUSSEHRA), 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 (Accounts/Pre-Audit), Osmania University, will admit the claims for Special Festival Advance (DUSSEHRA) and pass for payment, as per the rules.


FINANCE OFFICER 13/10/2023

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/ All the Administrative Officers.
3. The Deputy Registrar (Accounts/Pre-Audit), O.U., - with a request to maintain a separate account of expenditure incurred under the head "**Special Festival Loan**"
4. The Deputy Registrar (Accounts-Centralized Pay Bills), O.U.
5. The Secretary to the Vice-Chancellor, Osmania University.
6. The P.A. to Registrar, Osmania University.
7. The Superintendent (Budget), O.U. i) Sanction file for the year **2023-24**
ii) Chicket Book for the year **2023-24**
iii) Changes File for the year **2023-24**

Copy communicated to:-

The President / General Secretary

8. N.G.O's Association, Technical Staff Association & Employees Union, O.U.

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 2022-23, vide Univ. Orders No. **2790 /01/2023-24/Accts/Bud-Gen., Dt. 13-10-2023.** 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 **November,2023** payable on or after **01-12-2023.**

Signature :

Designation :

Employee I.D. No.:

Place of work :

Bank A/c No. :

Name of the Bank :

Date:

No.

Dated: -10-2023.

To
The Deputy Registrar,
Centralized Pay Bills,
Accounts Branch,
Osmania University.

Sub:- Loans & Advances - Release of Special Festival Advance for the Financial year 2023-24 - Furnishing List of eligible employees - Regarding.

Ref:- Univ. Orders No.2790/01/2023-24/Accts/Bud-Gen., Dt.13-10-2023.

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/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

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 2023-24, vide Univ.Orders No.2790/01/2023-24/Accts/Bud-Gen., Dt.13-10-2023. 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 **November, 2023** payable on or after **01-12-2023**.

Signature :

Designation :

Place of work :

Date :

Status of
Employment : **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 2023-24, if any, in case he / she ceases to be in the service of the 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

