



No.995/04/2024-25/Budget-Gen.

Dated: 17 - 03 - 2025.

ORDERS

Sub:- LOANS AND ADVANCES - Release of Festival Advance (RAMZAN) for the Financial Year **2024-25 - Orders - Issued.**

On the representation of the Three Non-Teaching Service Associations of University Employees, the Vice-Chancellor has accorded sanction for release of the Festival Advance (RAMZAN) to the Non-Teaching Employees of the University, for the Financial year 2024-25, at the following rates:

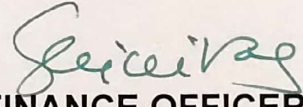
| Category | Regular Employees | Time Scale Employees |
|--------------------|-------------------|----------------------|
| N.G.Os./Technical | ₹ 15,000 | ₹ 15,000 |
| Class-IV Employees | ₹ 10,000 | ₹ 10,000 |

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

- Employees are required to give their option to avail the **Festival Advance** in the prescribed format (**Annexure-I**).
- 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 **20-03-2025**. 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.
- 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**
- The recovery of the Festival Advance drawn shall be made in **Ten (10) Equated Monthly Installments commencing from the salary for the month of April, 2025, Payable on or after 01-05-2025.**
- 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 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 ₹ **170.00 Lakhs**, made in the University Budget, for the year 2024-25, 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 (Accounts/Pre-Audit), Osmania University, will admit the claims for Festival Advance and pass for payment, as per 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., OU.
2. The Heads of All Departments/Offices, OU.
3. All the Administrative Officers, OU.
4. The Deputy Registrar (Accounts/Pre-Audit), OU. - With a request to maintain a separate account of expenditure incurred under the head **Festival Loan**
5. The Deputy Registrar (Accounts-Centralized Pay Bills), OU.
6. The Secretary to the Vice-Chancellor, OU.
7. The P.A. to Registrar, OU. /OSD to Vice-Chancellor, OU.
8. The P.A. to Finance Officer, OU.
9. The Superintendent (Budget), O.U. - Sanctions file for the year **2024-25**.

Copy communicated to:-

The President / General Secretary

10. O.U. N.G.O's Association.
11. O.U. Technical Staff Association.
12. O.U. Employees Union.
13. O.U. SC/ST Non-Teaching Staff Association.