



OSMANIA UNIVERSITY
HYDERABAD - 500 007

No. 3097/05/2025-2026/Accts/Bud-Gen.

Dated: 26-06-2025.

ORDERS

Sub:- LOANS & ADVANCES - Sanction of Education Advance to the Regular and Time-Scale University Employees for the year 2025-26 - **Orders - Issued.**

Ref:- 1. G.O.Ms.No. 39 FINANCE (HRM.IV) DEPARTMENT, Dt.15-04-2015.
2. O.U.Orders No.2005/05/2024-25/Accts/Bud-Gen., Dt.26-06-2024.
3. Letter No.50/TSA/OU/2025, Dt.09-06-2025 of the three Service Associations.

In pursuance of the G.O. 1st cited, the I/c Vice-Chancellor has accorded sanction for payment of Education Advance at the rate of ₹ 7,500/- (**Rupees Seven Thousand Five hundred only**) to each of the eligible Regular and Time-Scale Employees working in the University for the year 2025-26, 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 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 ₹ 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 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/- (**Rupees Seven Hundred and Fifty only**), per month, commencing from the salary of August, 2025 payable on or after 01-09-2025.

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 made in the University Budget, for the year 2025-26, under the head "Educational Loan" (Code - 603-00-02-442).

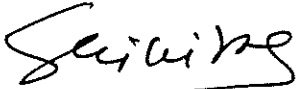
Contd.2

3. The expenditure on payment of Education Advance to 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 appended to these Orders, to the **Deputy Registrar, Centralized Pay Bills, Accounts Branch, Osmania University**, on or before **05-07-2025**. 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 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, as per the rules.


FINANCE OFFICER

Forwarded for information and necessary action to:-

1. All the Principals of 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 (Accounts/Pre-Audit), O.U - Will maintain a separate account of Education Advance paid to Regular & Time-Scale Employees during the year **2025-26**.
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./ OSD to the Vice-Chancellor, O.U.
8. The Superintendent (Budget), O.U. - Sanctions file for the year **2025-26**.

Copy communicated to:-

- The President / General Secretary
1. O.U. N.G.O's 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 2025-26 vide O.U. Orders No. _____ /05/2025-26/Accts/Budget-Gen, Dt. _____ -06-2025. 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 2025, payable on or after 01-09-2025.

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 2025-26, 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: -06-2025.

ANNEXURE-III

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

Sub:- Loans & Advances - Release of Education Advance for the Financial
year 2025-26 - Furnishing of List of eligible Regular & Time-Scale
employees - Regarding.

Ref:- Univ. Orders No. /05/2025-26/Accts/Budget-Gen, Dt. -06-2025.

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 Five hundred only),
by Credit to my savings Account No. _____ with
_____ Bank _____ Branch, IFSC Code _____ in
terms of O.U., Univ. Orders No. /05/2025-26/Accts/Budget-Gen, Dt. -06-2025,
from the Registrar, O.U., towards Education Advance for the year 2025-26.

Revenue
Stamp

Date : - -2025.

Signature :
Name :
Designation :
Place of Work :
Employee ID No. :

ANNEXURE-IV
ADVANCE RECEIPT

Received a sum of ₹ 7,500/- (Rupees Seven Thousand Five hundred only),
by Credit to my savings Account No. _____ with
_____ Bank _____ Branch, IFSC Code _____ in
terms of O.U., Univ. Orders No. /05/2025-26/Accts/Budget-Gen, Dt. -06-2025,
from the Registrar, O.U., towards Education Advance for the year 2025-26.

Revenue
Stamp

Date : - -2025.

Signature :
Name :
Designation :
Place of Work :
Employee ID No. :