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18/11/22

ANNAMALAI UNIVERSITY
(Accredited with "A+" Grade by NAAC)

E1/2022

Date: 18.11.2022

CIRCULAR

Sub: **Festival Advance – Christmas 2022 & Pongal 2023**

Ref: Orders of the Vice-chancellor dated 14.04.2022

It is informed that the University Employees (in Regular scale of pay & on Consolidated Pay) are eligible to draw Festival Advance of Rs.10,000/- (Rupees ten thousand only) for Christmas 2022 & Pongal 2023 provided they have not drawn any other Festival Advance during the Calendar year 2022 – 2023.

The Festival Advance will be recovered in 10 equal instalments commencing from the month of January 2023 salary for Christmas & Pongal.

THIS ADVANCE WILL NOT BE ADMISSIBLE TO AN EMPLOYEE WHO IS UNDER SUSPENSION.

Temporary/Probationary staff members who require the advance should furnish the surety, in the form prescribed from a permanent (confirmed) employee of the University. Application form received from temporary/probationary employees without surety will not be considered.

Those who are willing to avail Festival Advance for Christmas 2022 & Pongal 2023 application form can be download from the University Website <http://www.annamalaiuniversity.ac.in> from **21.11.2022 (Monday)** under **Staff Portal Icon** and the filled application may be handover to the **E-section, Administrative Office on or before 16.12.2022 (Friday) for Christmas and 06.01.2023 (Friday) for Pongal**. The applications received after the due date will be summarily rejected.

To:

1. All the Head of Department of study
2. All the Officers in the University
3. The Director, Directorate of Distance Education – 150 copies with a request to forwards this circular to all Study Centers
4. The Principal, Rajah Muthiah Medical College – 20 copies
5. The Medical Superintendent, Rajah Muthiah Medical College & Hospital – 25 copies
6. The Principal, Rajah Muthiah Dental College & Hospital – 10 copies
7. The Controller of Examinations, Annamalai University
8. The Convener, Warden's Council
9. All the Wardens of Hostels
10. The Director, Annamalai Digital Information Centre → with a request to upload in our Website
11. The Public Relations Officer
12. All the Section Officers

18/11/22
Registrar i/c 2/2

18/11/22

with a request
to Circulate this
circular among the
members of Staff
working under their
control

Copy to:

1. The Finance Officer / D.F.O./A.F.O.-I/A.F.O.-II
2. The P.S. to Vice-chancellor
3. The P.A. to Registrar