



E1 / 2021

DATE: 26.04.2021

**CIRCULAR**

Sub: Festival Advance –Ramzan / Deepavali 2021-2022

Ref: Orders of the Vice-Chancellor Dated 23.04.2021

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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 Ramzan / Deepavali 2021 provided they have not drawn any other Festival Advance during the Calendar year 2021.

The Festival Advance will be recovered in 10 equal instalments commencing from the salary from the month of **July 2021** for Ramzan and **December 2021** for Deepavali.

**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 forms received from temporary/probationary employees without surety will not be considered.

Those who are willing to avail Festival Advance for Ramzan / Deepavali 2021 application form can be download from the University Website <http://www.annamalaiuniversity.ac.in> from 27/04/2021 under **Staff Portal Icon** and the filled application may be handover to the E-Section, Administrative Office on or before **07.05.2021** for **Ramzan** and **22.10.2021** for **Deepavali**. The applications received after the due date will be summarily rejected.

*[Signature]*  
26/4/2021  
Registrar i/c

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 forward this circular to all study centers)
4. The Principal, Rajah Muthiah Medical College – 20 copies.
5. The Principal, Rajah Muthiah Dental College and Hospital – 10 copies.
6. The Medical Superintendent, Rajah Muthiah Medical Hospital – 25 copies.
7. The Controller of Examinations, Annamalai University.
8. The Convenor, Wardens' Council.
9. All the Wardens of Hostels.
10. The Deputy Director, Annamalai Innovation centre. (with requested upload in the University Website)
11. The Public Relation Manager.
12. All the Section Officer

*[Signature]*  
26/4/2021  
26/4/2021

With a request to Circulate this circular among the members of staff working under their control.

Copy to:

1. The Finance Officer.
2. Joint Registrar.
3. The Deputy Finance Officer / Assistant Finance Officer I / II
4. The P.A. to Vice – Chancellor.
5. The P.A. to Registrar.