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

E3/2025

Date: 24.11.2025

CIRCULAR

Sub: Festival Advance – Christmas 2025 & Pongal 2026

Ref: 1) G.O.Ms.No.103, dated 5th May 2025
2) Orders of the Vice-chancellor Committee dated 07.10.2025

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It is informed that the University Employees are eligible to draw Festival Advance of Rs.20,000/- (Rupees twenty thousand only) for Christmas 2025 & Pongal 2026 provided **they have not drawn any other Festival Advance during the Calendar year 2025 – 2026.**

The Festival Advance will be recovered in <u>10 equal instalments commencing from the month of January 2026 salary for Christmas & Pongal.</u>

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

Those who are willing to avail Festival Advance for Christmas 2025 & Pongal 2026 application form can be downloaded from the University Website **http://www.annamalaiuniversity.ac.in** from **21.11.2025 (Friday)** under **Staff Portal Icon** and the filled application may be handover to the **E-section, Administrative Office on or before 17.12.2025 (Wednesday) for Christmas and 05.01.2026 (Monday) for Pongal**. The applications received after the due date will be summarily rejected.

Registrar i/c

To:

1. All the Head of Department of study
2. All the Officers in the University
3. Centre for Distance and Online Education –25 copies
4. The Special Officer Cum Dean, Government Medical College – 20 copies
5. The Medical Superintendent, Government Medical College & Hospital – 25 copies
6. The Dean, Government Dental College & Hospital – 10 copies
7. The Principal, Government College of Nursing – 10 copies
8. The Controller of Examinations, Annamalai University
9. The Convener, Warden's Council
10. All the Wardens of Hostels
11. The Director, Annamalai Digital Information Centre → with a request to upload in our Website
12. The Public Relations Officer
13. All the Section Officers

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