

E1/2022

Date: 17.04.2022

CIRCULAR

Sub: **Festival Advance - Ramzan 2022 - 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 Ramzan 2022 - 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 July 2022 salary for Ramzan.

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 Ramzan 2022 - 2023 application form can be download from the University Website <http://www.annamalaiuniversity.ac.in> from **18.04.2022 (Monday)** under **Staff Portal Icon** and the filled application may be handover to the **E-section, Administrative Office on or before 22.04.2022 (Friday) for Ramzan**. 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 Innovation Centre → with a request to upload in our Website
11. The Public Relations Officer
12. All the Section Officers

[Signature]
17/4/22
Registrar I/c 2/2

[Signature]
17/4/22

[Signature]
17/4/22

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