

E1/2023

Date: 13.04.2023

**CIRCULAR**

Sub: **Festival Advance – Ramzan 2023 – 2024**

Ref: Orders of the Vice-chancellor dated 11.04.2023

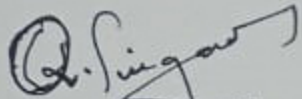
\*\*\*\*\*

It is informed that the University Employees are eligible to draw Festival Advance of Rs.10,000/- (Rupees ten thousand only) for Ramzan 2023 – 2024 provided **they have not drawn any other Festival Advance during the Calendar year 2023 – 2024.**

The Festival Advance will be recovered in 10 equal instalments commencing from the month of MAY 2023 salary for Ramzan.

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

Those who are willing to avail Festival Advance for Ramzan 2023 – 2024 application form can be download from the University Website <http://www.annamalaiuniversity.ac.in> from **13.04.2023 (Thursday)** under **Staff Portal Icon** and the filled application may be handover to the **E-section, Administrative Office on or before 17.04.2023 (Monday) for Ramzan.** 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. The Director, Directorate of Distance Education – 150 copies with a request to forwards this circular to all Study Centers
4. The 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 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

Copy 13/4/23  
13/4/23  
13/4/23

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