

From

The Comptroller,
LUVAS, Hisar

To

All Deans/Directors/Officers/HODs/DDOs/Sections
(Including outstations)
LUVAS, Hisar

Memo No. LUVAS/CVU/B-1/2020/4000-4045

Dated: - 30/10/2020

Subject: Grant of interest free Festival Advance to Class – III and IV employees of LUVAS during the year 2020-21

The Worthy Vice-Chancellor, LUVAS, Hisar is pleased to grant interest free festival advance of Rs.18,000/- and Rs.12,000/- respectively to all Class-III and IV employees in the University who apply for it.

2. The advance will be sanctioned by the Drawing & Disbursing Officers concerned who would, in the case of temporary employees, allow festival advance on the basis of a surety to their satisfaction, so that it is fully secured and its recovery is ensured from the loanees.

3. The following conditions should be observed in sanctioning this advance:-

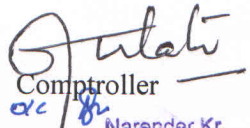
- (i) The Drawing & Disbursing Officer concerned, before sanctioning the advance, should satisfy himself that the incumbent will continue in Service until full recovery of the total amount of the advance is effected.
- (ii) The advance will be recovered in 12 equal monthly installments.
- (iii) The advance will not be admissible to work charged & contingent paid staff and daily wages employees.
- (iv) The advance should not be granted by parent Departments to those Class-III and IV employees who are on deputation to other Governments/Corporations and Local Bodies etc.
- (v) If both husband & wife are employed, the advance should be allowed to only one of them.
- (vi) The terms and conditions issued by the State Govt. from time to time on the subject will be followed.

4. **All the applications complete in respects on prescribed proforma (copy enclosed) alongwith service book must receive in the office of Comptroller by 03.11.2020 positively.**

Encl.: - Application Form for the festival advance

cc:

1. Secretary to Vice-Chancellor for kind information of Worthy Vice-Chancellor, LUVAS, Hisar.
2. SPS to Vice-Chancellor, LUVAS, Hisar
3. DDO O/o Comptroller, LUVAS, Hisar - The expenditure may be booked under each respective scheme and recovery be effected for credit to that very scheme as per prescribed procedure.
4. RSA (Internal Audit), LUVAS, Hisar.
5. J.D. Local Audit, Haryana, LUVAS, Hisar.
6. Dr. Neelesh Sindhu, In-charge, E-Gov. Cell, LUVAS for uploading the same on the website of LUVAS, Hisar.


Comptroller
Narender Kr.

APPLICATION FORM FOR THE FESTIVAL ADVANCE

1. Name of the applicant (in block letter) _____
2. Father's Name _____
3. Designation _____
4. Present Section/Department _____
5. Name of Festival _____
6. Whether regular or temporary _____
7. Present FPL/ACPL _____
8. Amount required _____
9. Whether the official is on leave or is about
to proceed on leave _____

I clarify that the information given is complete and true.

Signature of the Applicant

Recommended for grant of festival advance of Rs. _____ during the
financial year _____.

**Signature :
Head of Deptt./ Section Incharge**