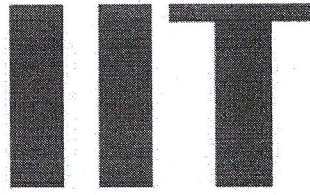


भारतीय
प्रौद्योगिकी
संस्थान
काशी हिन्दू विश्वविद्यालय



INDIAN
INSTITUTE OF
TECHNOLOGY
BANARAS HINDU UNIVERSITY

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**निदेशक कार्यालय
(प्रशासन)**

**Office of the Director
(Administration)**

Ref. No.: IIT (BHU)/GAD/Festive Adv./2015/ 4988.

Dated: July 06, 2015

All the Deans, IIT (BHU)
All the Heads of Departments/Coordinator of Schools, IIT (BHU)
The Coordinators/Incharge of Units/Centers/Offices, IIT (BHU)
All the Professor Incharges, IIT (BHU)
The Chief Councillor, IIT (BHU)-Gymkhana
The Chairman, Senate Library Committee, IIT (BHU)
The Chairman, IIT (BHU)-Cafeteria Committee
The Chairman, Council of Wardens, IIT (BHU)
The Coordinator, GTAC, IIT (BHU)
The Incharge, UGC/IDD/IMD PT-I, IIT (BHU)
The Incharge, 1st Year Computer Lab., IIT (BHU)
The Chairman, Web Management & E-mail Services Committee, IIT (BHU)
The Deputy Chief Proctor, IIT (BHU)
All the Deputy Registrar, IIT (BHU).
All the Assistant Registrars, IIT (BHU).
P.S. to the Director, IIT (BHU).

Varanasi

Subject: Festival Advance for Id-UI-Fitra-2015

Dear Sir/Madam,

It is notified that as per rules, the Non-Gazetted employees of the Institute whose Grade pay does not exceed to Rs.4800/- p.m. are eligible for sanction of festival advance @ Rs.4,500/- (Rs. Four thousand Five Hundred only).

Accordingly, applications on prescribed format are invited from the desirous employees of the Institute for sanction of festival advance for Id-UI-Fitra-2015. The completed application forms in all respect should reach the Recovery Section, Finance Unit -IIT(BHU), positively by 10.07.2015 for Id-UI-Fitra-2015 for the purpose of verification of dues.

The recovery of the above advance shall be made in not more than 10 monthly installments through the monthly pay/ leave salary etc. bill of the employee concerned by the Salary Section/Finance Office. The recovery should commence with the issue of pay for the month following that in which the advance is drawn

It is clarified that such festival advance is admissible only once in a financial year even if the festival falls twice in the same year. The earlier advance, if any, should have been recovered in full. the advance should be drawn before the festival. The time-lag between dates of drawal and disbursement to be reduced to the minimum.

It is clarified, further that the temporary staff who are not likely to continue in service at least for six months beyond the month of drawing the advance are not eligible. The Officials under suspension and the Officials on Half Pay Leave or Extra Ordinary Leave or Leave without Pay at the time of payment are not eligible for the purpose. However, the officials on E.L./Maternity Leave are eligible.

The format of the application is given overleaf.

Yours faithfully,

ASSISTANT REGISTRAR (ADMIN.-II)

10/7/15 to 2/15 45