

**PANJAB UNIVERSITY, CHANDIGARH**

**Daily Wage Employee**

To

The Registrar  
Panjab University  
Chandigarh

Sir,

Reference Circular No.16571-16820/A dated 29/10/2015 regarding grant of Festival Advance, I am interesting to draw an advance/loan of Rs. 5600/- in case of daily wage employees).

I hereby authorize the Registrar, Panjab University, Chandigarh to deduct a sum of Rs. 1400/-per month out of my salary in four months equal installments of festival loan/advance sanctioned to me during the period November, 2015 to February, 2016.

\_\_\_\_\_  
Signature of Employee

Full Name (BLOCK):\_\_\_\_\_

Designation: \_\_\_\_\_

P.F. No. \_\_\_\_\_

Branch/Deptt. \_\_\_\_\_

Countersigned

Head of the Branch/Department

Seal

**Surety in case of Daily wages employees**

I undertake to payment of Festival Advance being paid Mr./Mrs./ Ms.  
\_\_\_\_\_ Deptt. /Branch\_\_\_\_\_ in case he/she  
does not refund the claimed payment.

\_\_\_\_\_  
Signature of Regular P.U Employee

Full Name( Block Letter)\_\_\_\_\_

P.F. No. \_\_\_\_\_

Department/Branch\_\_\_\_\_

**PANJAB UNIVERSITY, CHANDIGARH**

To

The Registrar  
Panjab University  
Chandigarh

Sir,

Reference Circular No. 16571-16820/A dated 29/10/2015 regarding grant of Festival Advance, I am interesting to draw an advance/loan of Rs.7200/-.

I hereby authorize the Registrar, Panjab University, Chandigarh to deduct a sum of Rs. 1800/- per month out of my salary in four months equal installments of festival loan/advance sanctioned to me during the period November, 2015 to February, 2016.

\_\_\_\_\_  
Signature of Employee  
Full Name(BLOCK):\_\_\_\_\_  
Designation:\_\_\_\_\_  
P.F. No.\_\_\_\_\_  
Branch/Deptt.\_\_\_\_\_

Countersigned

Head of the Branch/Department  
Seal

**PANJAB UNIVERSITY, CHANDIGARH**

From  The Registrar Panjab University Chandigarh	To  1. All Deans/ Directors 2. Chairperson, Heads of all the teaching/non-teaching Departments, Branches 3. Librarians, A.C. Joshi Library Chd. 4. S.V.C./O.S.D. 5. P.U. Regional Centre, Ludhiana 6. P.U. Extension Library, Ludhiana 7. Chairperson V.V.B.I.S.&I.S. Hoshiarpur 8. Director S.S.G.P.U.R.C., Hoshiarpur 9. All office Supdt. (Accounts Branch) 10. R.A.O., P.U., CHD
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No. 16571-16820/A

Dated 29/10/2015

Dear Sir/ Madam,

The Vice- Chancellor has been pleased to allow the payment of Diwali Festival loan/advance of Rs. 7200/- to all "A, B & C" employees on their written request against their salary (recoverable in four installments of Rs. 1800/- p.m. for regular employees from the salary for the month of Nov. 2015 to Feb. 2016.

In addition to this, all daily wagers employees working against substantive post or on D.C. rates have also been allowed this loan/advance of RS. 5600/- which will be recovered in four installments of Rs. 1400/- per month w.e.f. Nov. 2015 to Feb. 2016, with the condition that they will have to submit a guarantee/ Surety of a permanent/ regular employee of the University alongwith his/her provident fund Account Number on the prescribed form.

The claim bill on contingent bill forms alongwith specified Performa be sent to the Account Branch **latest by 02/11/2015.**

Yours faithfully,

-Sd-

Deputy Registrar (Accounts)