

**PANJAB UNIVERSITY, CHANDIGARH**

From The Assistant Registrar (Accounts), Panjab University, Chandigarh.	To 1. All the Chairpersons/Coordinators of All Centers, Heads of the Departments/ Branches/ offices, Directors of Regional Centres, Panjab University, Chandigarh. 2. A.C.L.A., Panjab University, Chandigarh
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No. 8752-8951/A

dated: 10.10.2019

**Subject: Festival advance for Class- 'B' & 'C' employees.**

Sir/Madam,

The Vice-Chancellor has been pleased to allow the payment of festival advance of Rs.8000/- to all **'B' & 'C' Class employees** as per past precedent/ practice and the recovery will be made from their salary in four equal installments @ Rs. 2000/- per month starting from November, 2019 to February, 2020.

Those 'B' & 'C' class employees who are interested in availing the festival advance of Rs.8000/- may exercise their option upto 15.10.2019 (Tuesday) positively.

The above may be brought to the notice of all concerned of your department/branch/office.

Yours faithfully,

  
Assistant Registrar (Accounts)

**PANJAB UNIVERSITY, CHANDIGARH**

To

The Registrar,  
Panjab University,  
Chandigarh.

Sir,

Reference circular No. 8752-8951/A dated 10/10/2019 regarding grant of Festival Advance of Rs. 8000/-. I am interesting to claim the same.

I, hereby authorize the Registrar, Panjab University, Chandigarh to deduct a sum of Rs. 2000/- per month out of my salary in four equal installments on account of festival loan/advance sanctioned to me during the period November, 2019 to February, 2020.

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

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

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

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

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

Countersigned

Head of the Branch/Department  
Seal