



URGENT

MAHARSHI DAYANAND UNIVERSITY, ROHTAK
(A State University established under Haryana Act No. XXV of 1975)
'A+' Grade University Accredited by NAAC

No. FO/Loan/25/ 3261-3360

Dated: 06.11.2025

To

1. All the Head of the University Teaching Departments/ Branch officers. M.D.U, Rohtak.
2. The Director (Centre for Professional & Allied Studies), Sector-40, Gurugram.
3. The Director (University Campus School), Rohtak

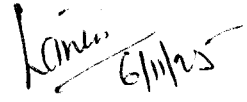
Sub: Festival Advance for the year 2025-26

Sir/ Madam,

Vide this office letter No. FO/Loan/25/2858-2957 dated 10.10.2025, the Director's/HOD's/ Branch Officers were requested to forward the names of Class-IV employees, who wants to avail the festival advance, working in their office/ department. Same has already been credited in the Accounts of concerned. The Joint Director (Audit) has admitted the same with the condition to submit the utilization certificate from the loanee after disbursement.

You are, therefore, requested to arrange to supply the utilization certificates, on the attached performa, to the Accounts Branch after getting the same from the Class-IV employees, who have availed the facilities of festival advance.

Encl's: as above


Assistant Registrar(Accounts)
For Finance Officer

UTILIZATION CERTIFICATE

Certified that I have utilized the sum of Rs. 13,000/- (Rs. Thirteen thousand only)
for celebrating the festival of Diwali.

(Signature)

Name of employees:

Employees No.

Branch/ Department