



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

URGENT

DATE BOUND

No. FO/Loan/25/ 2252-2957

Dated: 10.10.2025

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,

The Vice-Chancellor has been pleased to sanction interest free Festival Advance @ Rs.13,000/- to Class-IV permanent/Temporary/adhoc employees of the University. The advance will be recovered in ten equal monthly instalments from the salary of November 2025 to be paid in December 2025.

The following conditions should also be observed before submission of application forms from the concerned officials:

1. The advance will be admissible to permanent/temporary Class IV employees and to those adhoc employees who are continuing in service for the last one year and will likely to continue for another ten months on furnishing surety of a permanent Government employee
2. The advance will be recovered in ten equal monthly installments.
3. The advance will not be admissible to work charged and contingent paid staff and daily wagers and contractual employees
4. The advance should not be granted by parent Departments to those Class-IV employees who are on deputation to other Government Corporations and Local Bodies etc.
5. If both husband and wife are employed, the advance should be allowed to only one of them
6. The employees who will go on deputation after getting the festival advance will submit its deductions regularly and within ten months.
7. In case, the concerned official resigns or is terminated from the University services the outstanding amount of the loan may be got deposited from him.
8. No application for the purpose of Grant of festival advance shall be entertained and no advance shall be sanctioned/dispensed to Government employee who are under suspension or against whom proceedings are pending under Rule 7 of HCS (Punishment and appeal Rule 2016) as per letter dated 27.09.2021.
9. In case of sanction of festival advance to ineligible employee, the concerned DDO will be responsible and action will be initiated as per rules.
10. In case of misuse of advance, penal interest 10% will be charged from concerned employee.
11. The employee no. may also be verified.

You are requested to forward the names of Class-IV employees working in your office/ department, who wants to avail the festival advance and are eligible as per above mentioned conditions, in the enclosed format latest by 14.10.2025 upto 5:00 P.M. in the Accounts Branch.

Encl: As above

Yours Sincerely

OSD (Accounts)

FESTIVAL ADVANCE FOR THE YEAR 2025-26

Sr.No	Employees No	Name of employees	Designation	Amount	Revenue stamp with Signature
1.				Rs. 13000/-	
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					

Signature & seal of HOD/ Branch Officer