

From

The Comptroller,  
CCS HAU, Hisar.

To

All Deans/Directors/HODs/Offices/Sections,  
(Including outstations),  
CCS HAU, Hisar.

Memo No.CAUH.B-IV/2025/114/

Dated :

11220-340  
9/10/25

Sub:

Grant of interest free Festival Advance to Class IV Government Employees during the year 2025-26

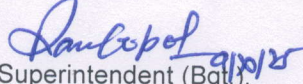
The Vice-Chancellor, CCS HAU, Hisar is pleased to grant an interest free festival advance of Rs.13,000/- (Rupees Thirteen thousand only) to all Class IV University Employees, who apply for it.

2. **The advance will be admissible to permanent/temporary Class-IV regular State Government employees and will likely to continue in service for another ten months. The advance will be sanctioned by the Drawing & Disbursing Officers concerned. In case of temporary Govt. employees, the festival advance will be admissible on the basis of a surety of a permanent Govt. employee so that it will be fully secured and its recovery will be ensured from the loanee in equal ten installments.**

3. The following conditions should also be observed in sanctioning this advance:-

- i) The Drawing & Disbursing Officer concerned, before sanctioning the advance, should satisfy himself that the incumbents will continue in service until full recovery of the total amount of the advance is effected.
- ii) The advance will be recovered in ten equal monthly installments.
- iii) The advance may be drawn and disbursed on or before **17.10.2025**.
- iv) The advance will not be admissible to **work charged/contingent paid staff/daily wagers and contractual employees**.
- v) The advance should not be granted by parent Departments to those Class-IV State Government employees who are on deputation to other Govt./Corporations and Local Bodies etc.
- vi) If both husband and wife are employed, the advance should be allowed to only one of them.
- vii) No application for the purpose of grant of festival advance shall be entertained and no advance shall be sanctioned/dispursed to Govt. 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.
- viii) **In case of sanction of festival advance to ineligible employee, the DDO concerned will be responsible and action will be initiated as per rules.**
- ix) **In case of misuse of advance, penal interest @ 10% will be charged from concerned employee.**

4. The expenditure may be booked under each respective scheme and recovery be effected for credit to that very scheme as per prescribed procedure.

  
Superintendent (Bgtl.),  
for Comptroller

CC:-

1. The Joint Director, Local Audit, CCS HAU, Hisar.
2. The President, HAUNTEA, CCS HAU, Hisar.
3. The Incharge, Computer Section, COBS&H, CCS HAU, Hisar for uploading on the University website.

**PROFORMA-I**

**SCHEDULE OF RECOVERIES**

Sr. No.	Name & Designation of employee(s)	Total amount of advance Rs.	Recoveries upto August, 2026 (@ Rs.1,300/- X10)
1	2	3	4

**PROFORMA-II**

Name of Department	Name of Office	Drawing and Disbursing Officer	Amount of Festival advance granted to the employees (Rs.)
1	2	3	4

*[Handwritten signature]*