

MAHARSHI DAYANAND UNIVERSITY ROHTAK

No. FO/2015/ Loan/ 6965-7064

Dated: 5.11.2015

To

1. All the Heads of the University
Teaching Departments / Branch Officers,
M.D.University, Rohtak.
2. The Director,
Institute of Law & Management Studies,
Sector-40,Gurgaon.
3. The Principal,
University Campus School,
Rohtak.

Sub: FESTIVAL LOAN

Sir/Madam,

The Vice-Chancellor has been pleased to sanction interest free festival loan @ Rs.5000/- to each Class-IV permanent / temporary employees of the University for celebration of Diwali. The advance will also be admissible to adhoc employees who have completed at least one year service and are likely to continue till February, 2015 after furnishing surety of a permanent University Employee. The loan is to be recovered in four equal monthly instalments of Rs.1250/- each starting from the pay of November, 2015 to be paid in December, 2015 on the terms and conditions of Finance Department, Government of Haryana letter No.36/1/2010-WM(6) dated 2.11.2015.

You are requested to forward the names alongwith following details (in quadruplicate) of such eligible Class-IV employees working in your Department / Branch who are desirous to avail the Festival Loan by 6.11.2015 by 5.00 P.M. positively:-

Sr.No.	Name & Designation	Employee No.	Amount	Remarks
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The amount will be disbursed to the eligible employees through the Head of the Department / Branch Officer concerned.

Kindly ensure that pay slip of the concerned employees must be attached, failing which the amount will not be released. In case both husband and wife are University Employees, the loan will be given to one of them only.

Yours faithfully,

M. 
5/11/15
FINANCE OFFICER