



**VIDYASAGAR UNIVERSITY**  
**Office of the Finance Department**

**CIRCULAR**

**FESTIVAL ADVANCE 2026**

**Ref: VU/Fin/Fest Adv/ 606 /2026**

**Date: 06/03/2026**

This is for information of all concerned that the University Authority has kindly agreed and approved payment of Interest Free Festival Advance like previous years for all the eligible university employees from its own resources subject to the following terms and conditions given below:

- 1 All employees in permanent and substantive post may receive **Rs. 24000/- (Maximum)**
- 2 All Wholetime Contractual employees whose monthly consolidated salary exceeds Rs. 18000/- may receive **Rs. 24000/-**
- 3 All Wholetime Contractual employees whose monthly consolidated salary exceeds Rs. 10000/- but less than Rs. 18000/- may receive **Rs. 20000/-**
- 4 **The Advance to be recovered from monthly salary in 10 equal monthly installments starting from salary for the month of November, 2026.**
- 5 The employees who will retire before **1<sup>st</sup> November, 2026** will not be allowed any festival advance.
- 6 **All Teachers, Non-teaching employees and Officers drawing gross pay exceeding Rs. 60000/- per month are requested to kindly refrain from applying for festival advance in the greater interest of the financial health of the university.**

The last date of receiving application for festival advance in the enclosed proforma by the office of the undersigned is **10<sup>th</sup> March 2026 for all Muslim employees** and for rest employees **31<sup>st</sup> August, 2026.**

**No application will be considered after the due date, hence no request be made.**

Cooperation in this regard is solicited.

Sd/-

Finance Officer

Copy to:

1. All Administrative Heads,
2. All Academic Heads,
3. The Secretary, VUTA, VUOA, VUSKU, SBTSS
4. The Guard File



**VIDYASAGAR UNIVERSITY**  
**Office of the Finance Department**

**CIRCULAR of Ad-Hoc BONUS**

**For the Casual / Casual with consolidated pay Employees of the year 2025-26**

**Ref: VU/Fin/Bonus/ 607 /2026**

**Date: 06.03.2026**

In terms of Govt. Order No. 811-F(P2) dated 27.02.2026 regarding payment of Adhoc Bonus subject to maximum **Rs. 7400/-** only to the Casual / Casual with consolidated pay workers who have put in work at least 120 days during the year 2025-26, all the departmental heads are hereby requested to forward the casual workers data in the prescribed proforma(given below) for smooth release of adhoc bonus to them. The duly filled in proforma should reach our office within **10<sup>th</sup> March 2026 for all Muslim employees** and for rest employees **31<sup>st</sup> August, 2026.**

Sd/-  
Finance Officer

**Proforma for Ad-Hoc BONUS to the Casual / Casual with consolidated pay  
Employees for the year 2025-26**

**Establishment Name:**

<b>Name of Casual / Casual with consolidated pay Employee</b>	<b>Total No. of Days worked during Last year from April 2025 to March 2026</b>	<b>Total Remuneration Received for the period mentioned above in (Rs.)</b>

**Date:**

**Signature of HOD/In-Charge of the Office**

**INDIVIDUAL CONSENT FORM FOR FESTIVAL ADVANCE 2026**Last date of submission: 10<sup>th</sup> March 2026 (for Muslim); 31<sup>st</sup> August, 2026 (Rest)

Name (in Block letters only)	Employee Code
	VU/

In terms of the circular no. VU/Fin/Fest Adv/ 606 /2026 dated 06.03.2026, I am willing to receive Rs. .... as Festival Advance 2026.

Date:

Signature:

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