



# Rashtreeya Vidyalaya Employees' Association

R. V. Teachers' College Premises, 2nd Block  
Jayanagar, Bangalore - 560 011

Ref. No. RVEA/ .....

05th November <sup>Date</sup> 2018.....

The Director,  
RV Institute of Management,  
Jayanagar,  
Bengaluru.



Sir,


The following employees of your Institution had availed Personal Loan from RVEA as detailed below:

Sl No	Name of the Employee Smt / Sri	Designation	Loan Taken Rs.Ps.	Date of Loan Taken	EMI Rs.	Loan Instalments commencing from
1	Putta Raju A J	Attender	50,000/-	15-10-18	2763/- (20 Months)	NOV'2018 (Salary Payable in DEC'2018)
		Interest	5,260/-			
		Total	55,260/-			

You are hereby requested to kindly deduct EMI of Rs.2,763/- (20 Monthly Instalments) from the salary of the above employee and send a Cheque for the above amount favouring "R.V.EMPLOYEES -ASSOCIATION" on or before 10<sup>th</sup> of every month.

Thanking You,

Yours faithfully,

  
5-11-18 Dr. T V RAJU  
Secretary  
R.V. EMPLOYEES ASSOCIATION  
Jayanagar, Bengaluru - 560011

Pl Note: Previous loan of Rs.40,000/- has been cleared in full and hence there is no due.

Alice  
L.





# R.V. EDUCATIONAL INSTITUTIONS

RASHTREEYSIKSHANA SAMITHI TRUST

R.V. Teachers College Building, 15 Ashoka Pillar Road, II Block Jayanagar, Bengaluru-560011  
Ph Nos: 080-26562386, 26561777, Fax: 080-26568290, E-mail: [rsst.rv@gmail.com](mailto:rsst.rv@gmail.com)/[rv.rvel.edu.in](http://rv.rvel.edu.in)

Ref: RSST/ 337.7 /18-19

Dated: 04.09.2018

## NOTE

Sub: Sanction of Festival Advance for Ganesh Chaturthi to be held on 13.09.2018.

Ref: Note No. 459/31.08.2018 from the Director, RVIM

With reference to the above, the festival advance is sanctioned to the maximum of Rs. 4,000/- (Rupees Four thousand only) each staff member or as recommended by the HOI whichever is less. The same is to be released to the staff members mentioned in the letter cited above, as recommended by the Principal, for celebration of Ganesh Chaturthi to be held on 13.09.2018. Before releasing the advance it may be ensured that the previous advance is fully recovered. The recovery of present advance should start from October 2018 salary paid in 31.10.2018 in ten equated monthly installments. If any of the staff members leaves the job in middle of the year, the outstanding balance is to be recovered in one lump from the final salary.

Sl No	Name of the staff member Sri/Smt	Advance Amt	Sl No	Name of the staff member Sri/Smt	Advance Amt
01	SHIVAKUMAR HC	4,000.00	06	PUTTARAJU AJ	4,000.00
02	LALITHA	4,000.00	07	GEETHA	4,000.00
03	LAKSHMI A	4,000.00	08	MAMATHA	4,000.00
04	RAJANNA SC	4,000.00	09	RAJAMMA	4,000.00
05	BORE SHETTY	4,000.00			

Further it is to bring to the notice of the Director, that the advance proposals merely forwarded to Trust and neither recommended for advance nor confirmed the recovery of earlier advance. The festival advance is approved only for management staff. The advance proposal is return back to the institution for record purpose.

HON. SECRETARY

To:

The Principal, RVIM

4<sup>th</sup> T Block, Jayanagar, Bengaluru

Encl: a/a

FA/18-19

A.O.  
M. Dinur

L.  
8/9/2018



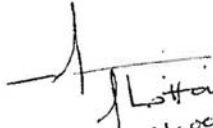
Respected Sir,

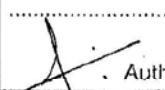

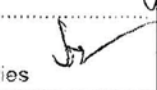
All the <sup>earlier</sup> ~~advance~~ festival advance  
Recovered from the staff.

There is no arrears.

All the staff who have applied for festival  
Advance are management staff who all are  
on the rolls of RVM.

Forwarded to Monetary Secy Sir, RST.  
For kind consideration & sanction.

  
11.09.2018

Ch. No. 801243	Date 11/09/18
R.V. INSTITUTE OF MANAGEMENT	
Head of A/c. Festival advance	
Passed for Rs. 36,000/-	
Rupees Thirty six thousand only	
   Authorised Signatories	

11.9.18

1500000036







Rashtreeya Sikshana Samithi Trust

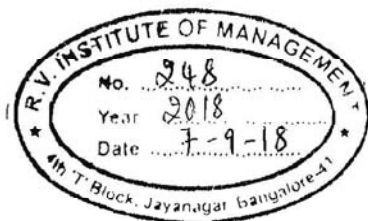
**R.V. INSTITUTE OF MANAGEMENT**

CA-17, 36<sup>TH</sup> CROSS, 26<sup>TH</sup> MAIN, 4<sup>TH</sup> T BLOCK, JAYANAGAR, BANGALORE - 41  
Ph.:080-26547048 Fax: 26654920 Website:rvim.edu.in, Email:contact@rvim.edu.in

Réf: 459/RVIM/MBA/2018-19

Date: 31-08-2018

The Hon. Secretary,  
RSS Trust,  
II Block, Jayanagar,  
Bangalore-560011



Respected Sir,

Sub: Festival Advance- Gowri & Ganesha Festival

We forward herewith applications for festival advance received from below mentioned employees.

Sl. No.	Name of the Staff	Designation	Amt. Rs
1	Sri. Shivakumar H C	Asst. Librarian	4,000.00
2	Smt. Lalitha	Office Asst.	4,000.00
3	Smt. Lakshmi.A	Office Clerk	4,000.00
4	Sri. Rajanna S.C	Technical Asst.	4,000.00
5	Sri. Bora Shetty	Gardener	4,000.00
6	Sri. Putta Raju A J	Attender	4,000.00
7	Smt. Geetha	D-Group Kamgar	4,000.00
8	Smt. Mamatha	Sweeper	4,000.00
9	Smt. Rajamma	Sweeper	4,000.00
Total Rs.			36,000.00

We request your goodself to kindly accord sanction for festival advance to your staff members. The advance amount will be recovered in ten monthly installments.

Yours faithfully,

Director *Litham*  
01.09.2018



*Accord*  
*NOTE put up for approval*  
*CS 4/9/18*

**APPLICATION FOR FESTIVAL ADVANCE**

1	NAME OF THE STAFF IN BLOCK LETTERS	SHIVA KUMAR .H.C.
2	DESIGNATION	Asst. Librarian
3	DEPARTMENT/ SECTION	Library & Information Centre
4	Monthly Gross Salary & Net Salary of the Employee	G.S. 18,126/- Net. 15808/-
5	AMOUNT OF ADVANCE APPLIED FOR	Rs. 4000/-
6	FESTIVAL FOR WHICH THE ADVANCE IS APPLIED FOR	Gowri Ganesh Festival
7	WHETHER STAFF IS PERMANENT OR TEMPORARY	Permanent
8	IN CASE OF TEMPORARY: NAME, DESIGNATION SIGNATURE OF THE SURETY	-
9	DECLARATION AS TO WHETHER ANY FESTIVAL ADVANCE HAS BEEN TAKEN DURING THE CURRENT FINANCIAL YEAR: IF SO, WHETHER THE SAME HAS BEEN REPAID IN FULL	-

DATE: 31-08-2018

SIGNATURE OF THE EMPLOYEE

Scrutinised and forwarded to: The Hon. Secretary, RSS Trust, for sanction

Date:

Director

**Note:**

1. The maximum amount of advance given to the staff is Rs.4,000/-, subject to sanction from Trust Office and recoverable in ten equal monthly installment.
2. Only one advance is given on any one of the occasions in a Financial Year
3. Each column must be clearly and correctly filled in. In the absence of the satisfactory information, the application is liable to be rejected.
4. The application for festival advance is to be submitted 15 days before the Festival. The application received after the specified time will not be accepted.

