



UNIVERSITY OF MADRAS
சென்னைப் பல்கலைக்கழகம்
[Established under the Act of Incorporation XXVII of 1857 –
Madras University Act 1923]
(State University)
Centenary Building, Chepauk, Chennai - 600 005



C I R C U L A R

Sub: Estt.- Enhancement of Education Advance –Availing of Education Advance by
University Employees under Group “A”, “B”, “C” & “D” – Intimated -
Regarding.

It is hereby informed that the Government of Tamil Nadu in its G.O. Ms. No. 147 Finance [Procurement Cell] Department dated 25.06.2025, has ordered to enhance the Education Advance to eligible Government employees for the education of their children under Group “A”, “B”, “C” & “D”.

The Syndicate at its Meeting held on 27.07.2026 has considered the Minutes of the Meeting of the Finance Committee held on 24.07.2026 and has resolved that the adoption of the G.O.Ms.No.147 Finance [Procurement Cell] Department dated 25.06.2025 issued for continuation of this Scheme of grant of Education Advance to the Non-teaching staff of the University of Madras under Group “A”, “B”, “C” & “D” as per the prevailing University’s guidelines in sanctioning the Education Loan be approved.

Accordingly, the eligible Non-Teaching Staff members of the University may avail themselves of the enhanced Education Advance for the education of their children with interest at the rate of 5% per annum, as per the Government rules prescribed in the Annexure.

Hence, the eligible employees who intend to avail the Education Advance for their son or daughter shall submit their applications to the Establishment Section, in the prescribed form along with annexure through the proper channel, subject to fulfillment of all the above conditions.

[Handwritten Signature]
14/8/26

REGISTRAR

No.F.1(C)/Estt./2026/ 339

Date: 17 AUG 2026

To

1. The Controller of Examination i/c., University of Madras.
2. The Director i/c., Institute of Distance Education, University of Madras.
3. The Deans / Directors of the University (in all campuses).
4. The Finance Officer, University of Madras (On deputation)
5. The Heads of Departments of the University (in all Campuses).
6. The Officers of the University (in all Campuses).
7. The Librarian i/c of the University (in all Campuses)
8. The Secretary to the Vice-Chancellor / The Senior P.A. to the Registrar.
9. The Assistant Director, Internal Audit/Accounts Officer, IDE, University of Madras.
10. All the Section Officers of the University
(with a request to kindly bring this information to the notice of the Staff working under their control)
11. The Executive Engineer i/c, University of Madras
12. The Sergeants of all Campuses.

Annexure

Rules for the grant of Education Advance to Government Servants

1. Scope of the Scheme:

The advance will be sanctioned to all Government servants for education of their children studying in Professional Colleges/Arts and Science Colleges/Polytechnics. The advance shall be called the 'Education Advance' to Government Employees.

2. Amount of Advance:

All categories of the Government Employees (Group A, B, C & D) may avail the Education Advance, subject to actual amount (which includes all the fees and other expenses) already paid/to be paid to the Educational Institutions or the Limits suggested below, whichever is lower: -

<i>In the case of those Government employees whose children studying in</i>	Existing (Rs.)	Revised (Rs.)
Professional colleges	50,000/-	1,00,000/-
Arts and science colleges and Polytechnics	25,000/-	50,000/-

3. Eligibility:

- i. Permanent Government Servants and non-permanent Government servants (employed in regular capacity) whose children are studying in colleges/polytechnics will be eligible for the advance.
- ii. If the Government servant's wife/husband is also a Government servant, only one of them will be entitled to the advance.
- iii. The Government employees shall avail only one advance during an academic year irrespective of the number of children studying in colleges/polytechnics.
- iv. The concession of this advance shall be available to the Government employees during every academic year. But no second advance shall be sanctioned while the previous advance is outstanding.
- v. The children of the Government servants who are studying degree course through the correspondence course in Universities are not eligible for the grant of educational advance.
- vi. The contingent staff paid from contingent fund are not eligible for the education advance.
- vii. The wards of Government servants who are studying in other States are also eligible for the grant of education advance provided the institutions outside Tamil Nadu are recognised ones.

- viii. The Government Servants, who are on foreign service, are also eligible for the Education Advance. The education advance to the employees on deputation has to be sanctioned by the foreign employer from their funds.
- ix. For the physiotherapy course at degree level/diploma level (polytechnics level) the Education Advance of Rs.50,000/- shall be allowed.

4. Procedure for sanction of advance:

- i. An application for the advance shall be made in Form I appended to these rules. For applying this advance, Government servant has to produce the certificate/receipt from the authorised authority of the concerned Educational Institution for having paid the fees.

(or)

A Certificate from the authorised authority of the Educational Institutions for the fees to be payable during that academic year as appended as Form III to the Annexure of this Government Order.

The application in the prescribed form should be submitted by the Government servant to the Head of the office concerned.

- ii. A certificate as mentioned in Form II (i.e., Bonafide Certificate obtained from the Educational Institution) appended to this Government Order to be obtained from the Head of the educational institution concerned and to be submitted to the sanctioning authority concerned as justified proof before 31st December of the respective academic year.

Failure to submit the Bonafide Certificate shall attract penal interest for which the interest rate will be communicated separately and the balance principal amount shall be recovered from the individual in one lumpsum along with interest at General Provident Fund (GPF) rate.

- iii. In the case of adopted sons and daughters of Government employees, documents in support of proof of such adoption should also be enclosed to the application form.
- iv. No Education advance should be sanctioned or disbursed to a Government employee who is under suspension or against whom serious charges are pending which are likely to result in his / her removal, dismissal or compulsory retirement from the Government service.
- v. Head of the office shall be the sanctioning authority for this advance. The Head of office shall, after proper scrutiny of the application, sanction the advance and also arrange for its drawl and disbursement to the Government servant concerned.

- vi. The inspection staff should scrutinize each case of Education Advance sanctioned by the Head of the office and ensure that the certificate from the Head of the educational institution appended to the application form is genuine and that the sanction accorded by the Head of the office is in order.

5. Recovery of the Advance:

- i. The advance shall be interest free and will be recovered in 10 monthly instalments commencing from the salary of the month succeeding the drawl of advance.
- ii. The Head of the office should maintain a register of Education Advances sanctioned by him and watch their monthly recoveries closely.

// True Copy //

D. P. Senapati
25/06/2025

DEPUTY SECRETARY TO GOVERNMENT.

Appendix
EDUCATION ADVANCE
FORM No. I

Form of application for the sanction of Advance for the Education of the children of Government Employees.

1.	Name of applicant (in Block letters)	:	
2.	Designation of applicant and Office in which employed	:	
3.	Whether permanent and if not date of first regular appointment in Government service and total period of regular service.	:	
4.	Amount of advance applied for	:	
5.	Number of instalments in which the advance may be recovered	:	
6.	Date of birth	:	
7.	Level of Pay Matrix / Scale of pay of the present post	:	
8.	Basic pay in the present post as defined under Fundamental Rule 9 (21)(a)	:	
9.	Particulars relating to son(s) / daughter(s) studying in college / polytechnic	:	
	i. Name	:	
	ii. Name of the Institution	:	
	iii. Course	:	
	iv. Date of Joining the Institution (Bonafide Certificate (Form-II) of the Institution should be submitted before 31 st December of Academic Year)	:	
	v. The Academic Year for which the Advance is required. If fees already paid for the Academic Year (the original receipt paid by the institution to be attached)	:	
	vi. If fees payable to the institution (a certificate received from authority concerned of the educational institution as mentioned in Form-III of this G.O. in original) to be attached	:	

10.	Details of previous advances sanctioned together with recovery particulars	:	
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(To be submitted to the Head of the office / Sanctioning Authority)

I hereby declare that the particulars furnished above are true to the best of my knowledge and belief.

Station:

Date:

Signature of applicant.

// True Copy //

D. P. Dhanraj
25/06/2025

DEPUTY SECRETARY TO GOVERNMENT.

Appendix**EDUCATION ADVANCE****FORM No. II****(Bonafide Certificate)**

Certified that Thiru / Selvi -----
Son / Daughter of Thiru / Tmt. ----- is
student of ----- in class -----
----- during the academic year -----.

**PRINCIPAL/ HEAD OF THE INSTITUTION/
AUTHORITY CONCERNED.**

// True Copy //

D. P. SENARATHAN
25/06/2025

DEPUTY SECRETARY TO GOVERNMENT.

Appendix
EDUCATION ADVANCE
FORM No. III

(Certificate to be given by the Educational Institution Concerned)

Certified that Thiru / Selvi -----
Son / Daughter of Thiru / Tmt. ----- is a student of
----- in class ----- during the
academic year ----- and to be payable the following fees to the
educational institution

(In Rupees)

i)	Tuition Fees	
ii)	Laboratory Fees/Charges	
iii)	Administrative Fees	
iv)	Transport Charges	
v)	Hostel Fees	
vi)	Examination Fees	
vii)	Library Fees	
viii)	Sports fees	
ix)	Other fees, if any Please indicate	

**PRINCIPAL / HEAD OF THE INSTITUTION/
AUTHORITY CONCERNED**

// True Copy //

D.P. Venkatesh
25/06/2025

DEPUTY SECRETARY TO GOVERNMENT.