

UNIVERSITY OF CALCUTTA



AUDIT AND ACCOUNTS DEPARTMENT

Memo No. A/S/401/DW /F. Adv.(Durga Puja)

Date: 09/09/2020

MEMORANDUM

On the occasion of the ensuing Durga Puja Festival 2020 the Hon'ble Pro-V.C. (B.A. & F) has been pleased to approve Festival Advance of Rs. 4000/- for this year 2020 (F.C. resolution dated. 28/07/2014, Item No. 4). provided that the authority is satisfied that they will work till the completion of the advance. The advance if paid will be deducted in 10(ten) equal installments commencing from November 2020. Incase a daily wage employee resign from service the advance will be adjusted in one installment.

All head of the Department/ Secretary of the concerned Establishment kindly instruct his/ her good office to prepare the bills and send the same to the Audit & Accounts Department on the basis of their options at the earliest.

Accounts Officer
University of Calcutta.

U N I V E R S I T Y O F C A L C U T T A



AUDIT & ACCOUNTS DEPARTMENT

Option towards Interest Free Festival Advance for ensuing Durga Puja Festival 2020

I _____
(Name with NS / TS No.) (Designation & Deptt.)

_____ hereby opt to get

Festival Advance as per the condition laid in Audit & Accounts Department Memo No.

A/S/401/DW /F. Adv.(Durga Puja) dated 09/09/2020 and agree for equal monthly deduction

from my salary for 10 months with effect from November 2020 for realizing the same.

(Full Signature of the applicant with date)