

UNIVERSITY OF CALCUTTA



AUDIT & ACCOUNTS DEPARTMENT

MEMORANDUM

Senate House
Kolkata – 700 073

Memo No. A/S/425/DurgaPuja F. ADV 2022-23

Date: 21.07.2022

On the occasion of the ensuing Durga Puja Festival, 2022 The Honourable Pro-Vice-Chancellor (Business Affairs & Finance) has been pleased to approve payment of Festival Advance amounting to Rs.16,000/- for the year 2022.

This interest free Festival Advance will be given to all whole time regular employees appointed against substantive post of the University subject to the condition that the concerned employee exercises option for receiving such advance.

Muslim employees already got Id-UI-Fitre Festival advance 2022 will not be entitled to it.

The advance stated above is subject to recovery in 10 equal monthly installments commencing from November 2022.

All Head of the Departments/Secretary of the Concerned Establishments are requested to instruct their good office to draw bills for Festival Advance in respect of those employees only who have exercised Option for receiving advance and send the same to Audit & Accounts Department within 12/08/2022. Option Form is enclosed herewith. Filled in Option Form duly signed and forwarded should be accompanied with the bills.

A/S
21/7/22

Accounts Officer

University of Calcutta

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AUDIT & ACCOUNTS DEPARTMENT

Option towards Interest Free Festival Advance for the ensuing Durga Puja Festival 2022

I _____
(Name) (Designation)

_____ hereby opt to get **Festival Advance** as per the condition laid in Audit & Accounts Department Memo No. A/S/125/SAL/2022-23 (Durga Puja) dated 21.07.2022 and agree for equal monthly deduction from my salary for 10 months with effect from November 2022 for realizing the same.

Forwarded

(Signature of the Head of the Dept./Secretary)

(Full Signature of the applicant with date)