

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



## AUDIT & ACCOUNTS DEPARTMENT

### MEMORANDUM

Senate House  
Kolkata - 700073

Memo No. A/S/408 /SAL/F-Adv.(Durga Puja)

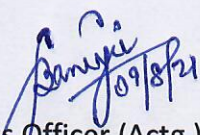
Date: 09/08/2021

On the occasion of the ensuing Durga Puja Festival, 2021, Hon'ble Pro-Vice-Chancellor (Business Affairs & Finance ) has been pleased to approve payment of Festival Advance amounting to Rs. 16,000/- for the year 2021.

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.

The advance stated above is subject to recovery in 10 equal monthly installments commencing from November 2021.

All head of the Departments / Secretary of the Concerned Establishments are requested 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 24/08/2021. Option Form is enclosed herewith. Filled in Option Form duly signed and forwarded should be accompanied with the bills.

  
Accounts Officer (Actg.)  
University of Calcutta

8/11/21  
09.08.2021

# 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 2021

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/408/SAL/F-Adv.(Durga Puja) dated 09/08/2021 and agreed for equal monthly deduction

from my salary for 10 months with effect from November 2021 for realizing the same.

\_\_\_\_\_  
(Full Signature of the applicant with date)

**Forwarded**

\_\_\_\_\_  
(Signature of the Head of the Dept./ Secretary  
With Seal & Date)