

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/399 /SAL/F-Adv.(Durga Puja)

Date: 24/08/2020

On the occasion of the ensuing Durga Puja Festival, 2020, Hon'ble Pro-Vice-Chancellor (Business Affairs & Finance) has been pleased to approve payment of Festival Advance of Rs. 16,000/- for this year 2020.

This interest free Festival Advance will be given to all whole time regular employees 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 2020.

Option Form is enclosed herewith. Filled in Option Form duly signed and will be mail at cu.salary2020@gmail.com.

within 09/09/2020

Festival advance will be paid through E.C.S.

The employees who have already opted for and received the Idd-UI-Fitre festival advance 2020 earlier are not entitled to it.

Accounts Officer
University of Calcutta

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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/399 /SALF-Adv.(DurgaPuja) dated 24/08/2020 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)