

# 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/ 439 /SAL/F-Adv.(Idd-UI-Fitre)

Date: 28/03/2023

On the occasion of the ensuing Idd-UI-Fitre Festival, 2023, 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 2023.

This interest free Festival Advance will be given to all whole time regular Muslim 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 May 2023.

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 such interest free Festival Advance and send the same to Audit & Accounts Department within 05/04/2023. Option Form is enclosed herewith. Filled in Option Form duly signed and forwarded in duplicate, one of the which should be accompanied with the bills and the other should be retained by the concerned drawing department/ Establishment. Festival Advance will be paid through E.C.S. so the bills should be drawn in the same manner as salary bills i.e. in SBI, BOB & ONB forms separately.

AS  
28/3/23

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



A U D I T & A C C O U N T S D E P A R T M E N T

**Option towards Interest Free Festival Advance for ensuing Idd-UI-Fitre Festival 2023**

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/SAL/439/F-Adv.(Idd-UI-Fitre) dated 28/03/2023 and agree for equal monthly deduction  
from my salary for 10 months with effect from **May 2023** for realizing the same.

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

**Forwarded**

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