

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

MEMORANDUM

Senate House
Kolkata - 700073

Memo No. A/S/ 486 /F-Adv.(Idd-UI-Fitre)

Date: 20/03/2024

On the occasion of the ensuing Idd-UI-Fitre Festival, 2024, Hon'ble Vice-Chancellor has been pleased to approve payment of Festival Advance amounting to Rs. 22,000/- for the year 2024.

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 2024.

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 28/03/2024. 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
20/3/2024.

Accounts Officer
University of Calcutta

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AUDIT & ACCOUNTS DEPARTMENT

Option towards Interest Free Festival Advance for ensuing Idd-UI-Fitre Festival 2024

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/486/F-Adv.(Idd-UI-Fitre) dated 20/03/2024 and agree for equal monthly deduction from my salary for 10 months with effect from **May 2024** for realizing the same.

(Full Signature of the applicant with date)

Forwarded

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