

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



1755/0816
PVC (B.A & F)...../.....
Dated: 19-08-16

AUDIT & ACCOUNTS DEPARTMENT

MEMORANDUM

Senate House
Kolkata - 700073

Memo No. A/S/259/F-Adv.(Durga Puja)

Date: 17/08/2016

On the occasion of the ensuing Durga Puja Festival, 2016, Honourable Pro-Vice-Chancellor (Business Affairs & Finance) has been pleased to approve payment of Festival Advance of Rs. 16,000/- for all the whole time regular employees against substantive post of the University.

Daily Wage employees will get Rs. 4,000/- as Festival Advance recoverable in 10 equal instalments, provided that the Authority is satisfied that they would work till complete recovery of advance. In case the Daily Wage employee resigns from service, outstanding Festival Advance should be deducted in one instalment (F.C. resolution dated 28/7/2014 table item 04).

Employees who received Festival Advance for Id-UI-Fitre, 2016 @ Rs. 15,000/- shall be paid this due amount of Rs. 1,000/- this time for which no option is necessary.

This interest free Festival Advance is admissible 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 instalments commencing from November 2016.

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 26/08/2016. Option Form is enclosed herewith. Filled in Option Form duly signed and forwarded should be accompanied with the bills.

AS 17/8/mb

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 Durga Puja Festival 2016

I _____
(Name) (Designation)

_____ hereby opt to get Festival Advance as per the condition laid in Audit & Accounts Department Memo No. A/S/259/F-Adv.(Durga Puja) dated 17/08/2016 and agree for equal monthly deduction from my salary for 10 months with effect from November 2016 for realizing the same.

Forwarded

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

(Full Signature of the applicant with date)