

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/341/SAL/F-Adv.(Durga Puja)

Date: 07/08/2018

On the occasion of the ensuing Durga Puja Festival, 2018, Hon'ble Pro-Vice-Chancellor (Business Affairs & Finance) has been pleased to approve payment of Festival Advance of Rs. 16,000/- for this year 2018.

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 2018.

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).

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 24/08/2018. 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.

The employees who have already opted for and received the Idd-ul-Fitre festival advance 2018 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 2018

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/341/SALF-Adv.(DurgaPuja) dated 07/08/2018 and agree for equal monthly deduction
from my salary for 10 months with effect from November 2018 for realizing the same.

(Name with NS /

(Full Signature of the applicant with date)

Forwarded

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