

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/ 309 /SAL/F-Adv.(Durga Puja)

Date: 20/07/2017

On the occasion of the ensuing Durga Puja Festival, 2017, Hon'ble Pro-Vice-Chancellor (Business Affairs & Finance) has been pleased to approve payment of Festival Advance of Rs. 16,000/- for this year 2017.

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 2017.

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 04/08/2017. 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.

A handwritten signature in black ink, appearing to be 'S. S. S.' with a long horizontal line extending to the right.

Accounts Officer (Acting)
University of Calcutta

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AUDIT & ACCOUNTS DEPARTMENT

Option towards Interest Free Festival Advance for ensuing Durga Puja Festival 2017

I _____
(Name) (Designation & Deptt.)

_____ hereby opt to get

Festival Advance as per the condition laid in Audit & Accounts Department Memo No.

A/S/SAL/309/F-Adv.(Durga Puja) dated 20/07/2017 and agree for equal monthly deduction

from my salary for 10 months with effect from November 2017 for realizing the same.

(Full Signature of the applicant with date)

Forwarded

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