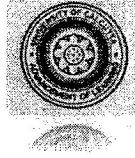


U N I V E R S I T Y O F C A L C U T T A



AUDIT & ACCOUNTS DEPARTMENT

MEMORANDUM

Senate House
Kolkata - 700073

Memo No. A/S/300/SAL/F-Adv.(Id-UI-Fitre)

Date: 08/06/2017

On the occasion of the ensuing Id-UI-Fitre 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 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 instalments commencing from November 2017.

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 13/06/2017. Option Form is enclosed herewith. Filled in Option Form duly signed and forwarded should be accompanied with the bills.

AS 8/6/17

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



AUDIT & ACCOUNTS DEPARTMENT

Option towards Interest Free Festival Advance for ensuing Id-UI-Fitre Festival 2017

I _____
(Name) (Designation)

_____ hereby opt to get **Festival Advance** as per the condition laid in Audit & Accounts Department Memo No. A/S/300/F-Adv.(Id-UI-Fitre) dated 08/06/2017 and agree for equal monthly deduction from my salary for 10 months with effect from November 2017 for realizing the same.

Forwarded

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

(Full Signature of the applicant with date)