

# 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/ 11 /2025/F-Adv.(Idd-UI-Fitre)

Date: 24/02/2025

On the occasion of the ensuing Idd-UI-Fitre Festival, 2025, Hon'ble Vice-Chancellor has been pleased to approve payment of Festival Advance amounting to Rs. 24,000/- for the year 2025.

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 April, 2025.

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 07/03/2025. 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  
24/2/2025  
Accounts Officer  
University of Calcutta

24/02/2025

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 Idd-UI-Fitre Festival 2025**

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/11/2025/F-Adv.(Idd-UI-Fitre) dated 24/02/2025 and agree for equal monthly deduction  
from my salary for 10 months with effect from **April 2025** for realizing the same.

\_\_\_\_\_  
(Full Signature of the applicant with date)

**Forwarded**

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