

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

MEMORANDUM

Senate House
Kolkata - 700073

Memo No. A/S/ 456/SAL/F-Adv.(Durga Puja) / (Id-UI-Fitre)

Date: 09/08/2023

On the occasion of the ensuing Durga Puja Festival, 2023, Hon'ble Vice-Chancellor has been pleased to approve payment of Festival Advance amounting to Rs. 22,000/- for the year 2023.

This interest free Festival Advance will be given to all whole time regular employees appointed against substantive post of the University subject to the condition that the concerned employee exercises option for receiving such advance.

If the Muslim employees are interested to take difference amount of Festival Advance i.e. (Rs. 22000/- - Rs. 16000/-) = Rs. 6000/- they are requested to exercise option for receiving the same.

The advance stated above is subject to recovery in 10 equal monthly installments commencing from November 2023.

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 22/08/2023. Option Form is enclosed herewith. Filled in Option Form duly signed and forwarded should be accompanied with the bills.

AS
9/8/2023

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 2023

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/456/SAL/F-Adv.(Durga Puja) dated 09/08/2023 and agreed for equal monthly deduction

from my salary for 10 months with effect from November 2023 for realizing the same.

(Full Signature of the applicant with date)

Forwarded

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

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 balance amount of Festival Advance for 2023

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/456/SAL/F-Adv.(Id-Ui-Fitre) dated 09/08/2023 and agreed for equal monthly deduction

from my salary for 10 months with effect from November 2023 for realizing the same.

(Full Signature of the applicant with date)

Forwarded

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