

504 21/20-6-16

UNIVERSITY OF CALCUTTA



983/0616
PVC (B.A & F).....
Dated: 20-06-16

AUDIT & ACCOUNTS DEPARTMENT

MEMORANDUM

Senate House
Kolkata 700073

Memo No. A/S/252/SAL/16-17 / ID-VI-Fitre

Date : 20/06/2016

On the occasion of the ensuing Id-UI-Fitre Festival, 2016, Honourable Pro-Vice-Chancellor (Business Affairs & Finance) has been pleased to approve payment of Festival Advance of Rs.15000/- for this year 2016.

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 stated advance is subject to adjustment in 10 equal monthly instalments commencing from November 2016.

All Head of the Department/Secretary/Concerned Establishments are requested to draw bills for Festival Advance in respect of Id-UI-Fitre for Muslim Employees only who have exercised Option for receiving advance and send the same to Audit & Accounts Department within 22/06/2016. Option Form is enclosed herewith. Filled in Option Form duly signed and forwarded should be accompanied with the bills.

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20/6/mb.

Accounts Officer
University of Calcutta