

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/35/SAL/F-Adv.(Durga Puja) / (Id-Ul-Fitre)

Date: 24/07/2025

On the occasion of the ensuing Durga Puja Festival, 2025, Hon'ble Vice-Chancellor has been pleased to approve payment of Festival Advance amounting to **Rs. 26,000/-** for the year 2025.

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. 2,000/- (Rs. 26,000 – Rs. 24,000) . 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 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 advance and send the same to Audit & Accounts Department within **08/08/2025**. Option Form is enclosed herewith. Filled in Option Form duly signed and forwarded should be accompanied with the bills.

AS
24/7/2025
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 Durga Puja 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/35/SAL/F-Adv.(Durga Puja) dated 24/07/2025 and agreed for equal monthly deduction

from my salary for 10 months with effect from November 2025 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 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/35/SAL/F-Adv.(Durga Puja) dated 24/07/2025 and agreed for equal monthly deduction
from my salary for 10 months with effect from November 2025 for realizing the same.

(Full Signature of the applicant with date)

Forwarded

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