



A U D I T & A C C O U N T S D E P A R T M E N T

MEMORANDUMSenate House
Kolkata - 700073

Memo No. A/S/42/2026/F-Adv.(Durga Puja)

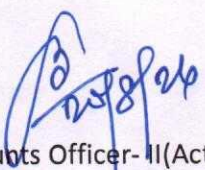
Date: 20/08/2026

On the occasion of the ensuing Durga Puja Festival, 2026, Hon'ble Vice-Chancellor has been pleased to approve payment of Festival Advance amounting to Rs. 28,000/- for the year 2026.

This interest free Festival Advance will be given to all whole time regular 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 November, 2026.

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 **01/09/2026**. 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.


Accounts Officer-II(Acting)
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 2026

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/42/2026/F-Adv.(Durga Puja) dated 20/08/2026 and agree for equal monthly deduction

from my salary for 10 months with effect from November **2026** for realizing the same.

(Full Signature of the applicant with date)

Forwarded

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