

University of North Bengal

FINANCE BRANCH

Raja-Rammohunpur

Ph No: (0353) 2776364

Finance Officer



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P.O. North Bengal University

সমানো মন্ড: সমিতি: সমানী

Ref. No. FO/E-194/636/FO-21

Date : 09.09.2021

C I R C U L A R

As per the order issued by the Honorable Vice-Chancellor dated 08.09.2021, it is notified for general information that :

1. The Festival Advance @ **Rs. 25000/-** (Rupees Twenty Five Thousand) only has been approved for payment to all the Permanent Teachers, Officers and Non-Teaching Employees of the University which will be recovered in 10 (Ten) equal monthly installments w.e.f. November, 2021 from their salary , however those who would be retiring before recovery of the entire amount , the unrecovered balance shall be adjusted with their retirement benefits.
2. On the other hand, the Festival Advance to the extent of **Rs. 25,000/-** (Rupees Twenty Five Thousand) only or one month's Consolidated Remuneration whichever is lower has also been approved for payment to all the Contractual Employees whose remuneration are borne out of the State Govt. and / or University Fund. The said advance will be recovered from their monthly Consolidated Remuneration in 10 (Ten) equal installments w.e.f. October, 2021. However, and undertaking as per the enclosed proforma is to be given by the Contractual Employees in a Non-judicial stamp paper worth **Rs. 10/-** to the effect that they will be liable to refund the Festival Advance as per rules of the University in the event of resignation or non renewal of contract, failing which appropriate action will be taken against them by the University. The said undertaking should be submitted within 18.09.2021.
3. The Festival Advance is expected to be disbursed **on 21.09.2021** through Bank Advice to the eligible persons as above , however, those who are not willing to draw the same my intimate to the undersigned in writing within 18.09.2021 positively otherwise the amount will be disbursed as aforesaid.

(Dr. S. N. Saha)
Finance Officer (o)

In communication to :

1. The Honorable Vice-Chancellor , NBU
2. All Head of the Departments / Branches / Centres / Directors, NBU with a request to bring it to the notice of all staff of his /her Department.
3. Kolkata Camp Office
4. The Assistant Registrar, Jalpaiguri Campus
5. The General Secretary, NBUTC/NBUOA/NBUEA/NBUEO/SBTSS
6. Circular File

UNDERTAKING

As decided by the appropriate authority of this University of North Bengal, I
..... hereby solemnly declare and undertake to accept
and abide by the following:

That the Festival Advance of Rs. 25,000/- (Rupees Twenty Five Thousand) only or one month's consolidated remuneration whichever is lower paid to me shall be recovered by the University from my monthly remuneration in 10 (Ten) equal installments from the following month after disbursement. However in the event of resignation or non-renewal / termination of contract, I shall be liable to refund the said Festival Advance or the balance thereof payable by me forthwith and more particularly within 7 (seven) days by Cash to the University failing which the University shall be at liberty to take appropriate action against me as the University may deem fit in order to recover the said Festival Advance or balance thereof.

Signature :

Forwarded Name :

Designation :

(Head of the Department)

Department :

Dated :