



## RABINDRA BHARATI UNIVERSITY

56A B. T. Road, Kolkata-700050

### INTERNAL CIRCULAR

Ref No. : RBU/ FO/51

Date: 01.09.2023

From : The Finance Officer

To : All Deans/ All heads of Academic Departments/  
All Directors of various Centres/ All Officers/  
Secy. of All Associations (Teachers, Officers,  
Staff).

Copy to : The Secy. to Hon'ble V.C.  
The Registrar  
The Cashier

As approved in the Finance Committee meeting held on 24.08.2023 ( Vide Agenda item no. 17 ) , an amount of Rs. 25,000/- (Rupees **Twenty Five Thousand** ) only will be given as Festival Advance to all permanent employees (Teaching , Officers , Non- Teaching ) of RBU for the current Year 2023. The said Festival Advance will be disbursed from **Cash Section** of the Finance department from **20-09-2023 to 17-10-2023**. This amount will be recovered from the salary of the concerned employee in 10 (ten) equal monthly instalments without any interest starting from the month of November, 2023.

All concerned are kindly requested to bring the matter to the notice of the concerned employees.

Debdatta Roy

Finance Officer

**DEBDATTA ROY**

Finance Officer

**Rabindra Bharati University**  
Kolkata