



RABINDRA BHARATI UNIVERSITY

56A B. T. Road, Kolkata-700050

INTERNAL CIRCULAR

Ref No. : RBU/ FO/058/26-27

Date: 09-09-2026

From : The Finance Officer (Officiating)

To : All Deans/ All heads of Academic Departments/
All Directors of various Centres/ All Officers/

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

As approved in the Finance Committee meeting held on 06.03.2026 (Vide Agenda item no. 71.1) , an amount of Rs. 20,000/- (Rupees **Twenty Thousand**) only will be given as Festival Advance to the Guest Accompanists (Consolidated Pay), Contractual (Teaching, Officer, Non-Teaching) employees of RBU for the current Year 2026. The said Festival Advance will be disbursed from **Cash Section** of the Finance department from 21-09-2026 to 13-10-2026. This amount will be recovered from the remuneration of the concerned employee in 10 (Ten) equal monthly instalments without any interest starting from the month of November, 2026.

Under this situation, Guest Accompanists (Consolidated Pay), Contractual (Teaching, Officer, Non-Teaching) employees of RBU, who want to avail this facility, are requested to apply to the undersigned by 16-09-2026 through their respective Heads and the same has to be forwarded by the concerned Dean / Administrative Head in the enclosed format.

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

 09/09/26

Pushkar Mallick
Finance Officer (Acting)

To
The Finance Officer (Acting)
Rabindra Bharati University

Sir,

I am willing to take Festival Advance of Rs. 20,000.00 (Rupees **Twenty Thousand**) Only as per the Circular No. RBU/FO/058/2026-27, Dt. 09/09/2026 issued by the Finance Officer (Acting). I accept the condition that the said Festival Advance will be deducted from my remuneration in ten equal monthly instalments without any interest starting from November, 2026. I do also hereby undertake that in case I leave the organization before recovery of the entire Festival Advance, I shall be liable to refund the unrecovered part of the Festival Advance.

Name :

Designation :

Department :

Date :

Signature of Applicant

Forwarded by

Head of the Department

(Seal)

Dean, Faculty of Arts/Fine Arts
Visual Arts/ Administrative Head

(Seal)