



RABINDRA BHARATI UNIVERSITY

56A B. T. Road, Kolkata-700050

INTERNAL CIRCULAR

Ref No. : RBU/ FO/060/26-27

Date: 15-09-2026

From : The Finance Officer (Acting)

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. 30,000/- (Rupees **Thirty Thousand**) only will be given as Festival Advance to all permanent employees (Teaching , Officers , Non- Teaching) of RBU for the current Year 2026. The said Festival Advance will be disbursed from **Cash Section** of the Finance department from 17-09-2026 to 13-10-2026. 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, 2026.

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

(Signature) 15/09/24

Pushkar Mallick
Finance Officer (Acting)