

JADAVPUR UNIVERSITY
Kolkata-700 032

Ref. No.: REC /N /123/2021

Date: 30th July 2021

CIRCULAR

This is for the information of the Teachers that Finance Committee in it's first meeting for 2021-22, on 10th July 2021 in virtual mode had considered the proposal for providing support towards the Teaching aid, specially in the Pandemic era, where the online teaching is compulsory.

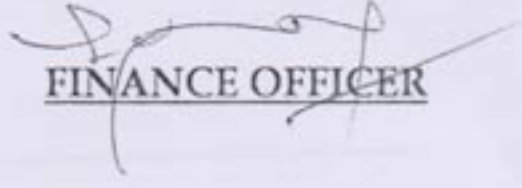
It is noted that the University once had given such supports to all Teachers in 2015 and many Teachers are using it now. Considering present financial position, the University is not in a position for providing such support, where the requirement of funds will be more than three crores, and where such support will not covered by the Government grants.

Considering the overall situation, it was unanimously agreed by the members and resolved that the support for such a facility can be augmented by the University by providing Advance (Interest-free) upto Rs.50,000/- [Fifty Thousands only], to the interested Teachers, with the following terms and conditions:

1. Teachers are required to apply in the appropriate format (a specimen is enclosed) for the same, within 27th August 2021
2. The Interest free advance will be allowed upto a maximum of Rs.50,000/- [Fifty Thousands only], as per demand.
3. The disbursement of such Advance will be done, in one go, in the first week of September 2021.
4. The Advance will be recovered in twenty installments from their Salary @ Rs.2,500/- for Rs.50,000/- from October 2021, to end on May 2023 or before, depending on the date of retirements.

All Teachers are hereby requested to take note of it and apply for the said advance in due time to help us the processing in time.

This notice is issued with the approval of the Vice Chancellor


FINANCE OFFICER

To,

All Section / Unit / Deptt. /School,
[Including Saltlake campus]

All Teachers Associations... for circulation amongst it's members.

Pay Section... for processing.

The Vice chancellor, Pro-Vice Chancellors... for information please.

To,
The Finance Officer,
Jadavpur University,
Kolkata – 700032

Sir,

Re: Circular no. REC / N/ 123/21 Dated 30.07.2021

I, Dr. /Prof. am a Teacher in
the Deptt of this University, since,
having Employee Id as

As per the University notification stated above, I do apply for the Interest free
Advance of Rs.50,000/- (Rupees Fifty thousand)only for procuring hardware/
peripherals as Teaching aid in this Pandemic era.

The amount taken by me as advance will be recovered in 20 (twenty) equal
monthly installments starting from the salary for the month of October 2021.

In case, I have to leave the University for any reason whatsoever, before this
advance recovered in full, I agree to refund the unrealized portion of the advance,
forthwith.

Yours faithfully

Dated:

.....
(Signature)

Name in full (Block Letters):

Designation:, Department:

Salary Book :, Page No.:

Employee code:

(For Office Use Only)

Advance Amount Rs.50,000/-

Date of Retirement:

No. of Installments: Amount to recover pm: Starting month:

Supdt. Pay Section Accounts Officer/ Finance Officer