



B. P. PODDAR INSTITUTE OF MANAGEMENT AND TECHNOLOGY
PODDAR VIHAR : 137, VIP Road, Kolkata - 700 052

Ref: Bpp/Office Memo/Reg./1382/2020

Date: 17.10.2020

OFFICE MEMO

Pursuant to approval of competent authority, applications (as per below format) for **Durga Puja advance** being sought from desiring regular staff members (**Technical & Admin.**) of the Institute through email to bppimt.ac.vip@gmail.com and concerned HOD/Departmental incharge (as Cc.)

Eligibility: (upto G.P. Rs.3,900/-).

Category		Advance Amount
01.	For Technical Assistants	Rs. 5000/-
02.	For Admin Staff	Rs. 4,000/-
Last date of application 19 th October, 2020 (latest within 10:00 a.m)		

The puja advance would be recovered through adjustment with salary (maximum 10 monthly installment) commencing from December, 2020.

Format:

- Name
- Department
- Advance Amount
- Salary A/c no. (last 4 digits)
- No of Instalment for adjustment


Dr. Subhasish Pradhan
Registrar (Actg.)

Copy to :

1. Principal's Office
2. Dy. Registrar
3. All HODs/ Section Incharge
4. City Office/ Salt Lake Campus
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