



**VIDYASAGAR UNIVERSITY**

Midnapore – 721 102

West Bengal

Phone: (03222) 276554/555

/557/558

Fax No.: (03222) 275329

Email : [vidya295@mail.vidyasagar.ac.in](mailto:vidya295@mail.vidyasagar.ac.in)

Ref. No. - VU/R/0094/2016

Dated- 25.01.2016

**Notice**

Those contractual employees who have opted for the Welfare Fund with UCO Bank will be entitled to an annual loan (Maximum Rs. 10,000/- or less) to be recoverable from salary in 6, 8 or 10 installments.

Application Format is available on Website of the University.

  
25/01/16  
**Registrar**

**Registrar**  
Vidyasagar University  
Midnapore-721102





**VIDYASAGAR UNIVERSITY**

**Midnapore – 721 102**

**West Bengal**

Phone: (03222) 276554/555

/557/558

Fax No.: (03222) 275329

Email : [vidya295@mail.vidyasagar.ac.in](mailto:vidya295@mail.vidyasagar.ac.in)

**Form of option**

To  
The Finance Officer  
Vidyasagar University  
Midnapore  
Paschim Medinipore-721102

Dear Sir,

I, Shri/ Shrimati .....,  
Employee Code....., posted in .....department  
of the University do hereby declare that I wish to get the annual loan  
Rs..... as per office order no. VU/FO/ /2016, Dated-  
25.01.2016.

Further, I authorize the University to deduct the total loan  
amount from my salary in 6 / 8 / 10 installments with effect from  
.....

In this connection, the photocopy of the Welfare Fund Account  
with UCO Bank is enclosed herewith for ready reference.

Yours faithfully,

.....  
**(Signature)**

.....  
**(Designation)**

**Countersigned**

**Head of the Department**

**Option accepted**

**Finance Officer**