CIRCULAR

In view of keeping the accounts of the University up-to-date vis-a-vis submission of Claim and Utilization Certificate to the State Government and other Funding Agencies, all Head of the Departments/Branches/Centres/Directorate/Project Investigator are requested to send all Bills/Vouchers etc. (except on Imprest Account) related to the expenditure incurred and completion of work during the 3rd Qtr of the Financial Year 2020-2021 (i.e. October, 2020 to December, 2020) within 29th January, 2021 for necessary payment/adjustment.

It may be noted that the Bills/Vouchers etc. in connection with the expenditure incurred/Work completed during the period October, 2020 to December, 2020 may not be received after 29th January, 2021 without any justified reason.

In this connection, it is further notified that the Head of the Departments/Branches/Centres/Directorate/Project Investigator who did not submit the Bills/Vouchers etc. related to the 2nd Qtr (July, 2020 to September, 2020) within 13th November, 2020 as per our circular ref. No. FO/E39/750/FO-20, dated-05/11/2020 are hereby requested to submit those Bills/Vouchers etc. within 29/01/2021.

It may be noted that the Bills/Vouchers etc. in connection with the expenditure incurred/Work completed during the period July, 2020 to September, 2020 will not be received after 29th January, 2021 without any justified reason.

All concerned are requested to co-operate with us for submission of Claim and Utilization Certificate to the State Government and other Funding Agencies in due time.

In Communication to:
1. The Hon’ble Vice-Chancellor, NBU
2. The Dean, Faculty Council for P.G. Studies in Science, NBU
3. The Dean, Faculty Council for P.G. Studies in Arts, Commerce & Law, NBU
4. The Registrar, NBU
5. All Heads of the Departments/Branches/Centres/Directorates, NBU – to note and also to bring this circular to the notice of the Project Investigators in his/her Department.
6. The Accounts Officer, NBU
7. The Assistant Registrar, NBU Jalpaiguri Campus
8. The Office Assistant, Kolkata Camp Office

(Handwritten Signature)

(Enclosed)

Finance Officer (Offg.)