

# UNIVERSITY OF NORTH BENGAL

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समानो मन्त्रः समितिः समानी

## OFFICE OF THE FINANCE OFFICER

Ref.No.: FO/E39/1270/FO-21

Date: - 18-1-2021

### CIRCULAR

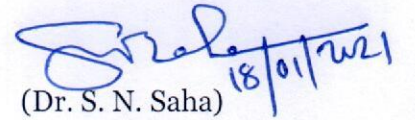
In view of keeping the accounts of the University up-to-date vis-a-vis submission of Claim and Utilization Certificate to the State Government and other Funding Agencies, all Head of the Departments/Branches/Centres/Directorate/Project Investigator are requested to send **all Bills/Vouchers etc.(except on Imprest Account) related to the expenditure incurred and completion of work during the 3<sup>rd</sup> Qtr of the Financial Year 2020-2021 (i.e. October,2020 to December,2020) within 29<sup>th</sup> 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 29<sup>th</sup> 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 2<sup>nd</sup> Qtr (July,2020 to September,2020) within 13<sup>th</sup> 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 29<sup>th</sup> 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.

  
(Dr. S. N. Saha) 18/01/2021

Finance Officer (Offg.)

#### 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