

# UNIVERSITY OF CALCUTTA



## AUDIT & ACCOUNTS DEPARTMENT

### MEMORANDUM

Memo No. A/C/350/Daily Wage

Date: 10/08/2016

All the Heads of the Departments (academic & administration), Secretaries / Assistant Secretaries of the concerned faculty of post graduate studies are hereby requested to provide following information to the undersigned in respect of daily labourers working for long on purely temporary basis under their control :-

1. Name of the labourers :
2. Number of years of working :
3. Amount involved for monthly payment :
4. Amount involved for yearly payment :
5. At present wherefrom it is being paid (B.I. no. to be given) :
6. Actual amount spent for this purpose during the months of April, May, June & July, 2016 (separately to be given, preferably within 7 working days, please) :

*ms*

10/8/16

Audit & Finance Officer (Acting)  
University of Calcutta

*MS*  
10/08/2016  
Accounts Officer (Acting)  
University of Calcutta