



# UNIVERSITY OF CALCUTTA

No.AFO/

Date:

To

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**Sub: Annual Financial Estimates for the year 2019-20 & Revised Estimates for the year 2018-19**

Dear Sir / Madam,

Kindly note that the work related to preparation of Annual Financial Estimates (Budget) for the year 2019-20 has been initiated by the Accounts Department. In terms of the relevant provisions of C.U. Act, 1979 and the C.U First Statutes, 1979, the Budget for the year 2019-20 & Revised Budget for the year 2018-19 is to be submitted to the State Govt. by 30.11.2018.

The undersigned is directed by the Hon'ble Pro-Vice Chancellor (B.A&F) to request you to kindly furnish the Financial Estimates (Budget) for the year 2019-20 & Revised Estimates for the year 2018-19 of your department as per the enclosed pro-forma.

In case your Department is offering any self-financing course (s) the Budget Estimate for the year 2019-20 & Revised Estimate for the year 2018-19 for the same may please be submitted along with.

The proposal of Financial Estimates of your department is to reach the office of the undersigned by 30.06.2018 for facilitating the finalisation of the job at hand. The meeting date will be communicated after receiving your proposal. A soft copy of the proposal may also be sent to the E-mail id: [calunivbudget2017@gmail.com](mailto:calunivbudget2017@gmail.com) .

Please treat this communication as urgent.

Thanking you

Yours sincerely

Audit & Finance Officer (Acting)

University of Calcutta

Encl. As stated

# PRO-FORMA

**B.I.No:-**

<b>SL.No.</b>	<b>A/c Code</b>	<b>Head of Account</b>	<b>Revised Estimates 2018-19</b>	<b>Budget Estimates 2019-20</b>

**Note:**

Requirement of Computers, Printers, other Office Equipment and Scientific Equipments, if any, for 2019-20 are to be mentioned separately.