

UNIVERSITY OF CALCUTTA



AUDIT & ACCOUNTS DEPARTMENT

MEMORANDUM

Memo No. A/S/32/Sal/2026

Date : 24/07/2026

Sub: Submission of Salary bills for the Month Of August 2026 September 2026 & October 2026

All Head of the Departments / Secretaries are requested to instruct their good office to send the

Salary bills to the Audit & Accounts Department within the date as given below:

<u>Month</u>	<u>Last date for submission of Salary bills</u>
August 2026	05/08/2026
September 2026	24/08/2026
October 2026	18/09/2026

Bills should be drawn in the following manner:

1. One bill for payment through State Bank of India (SBI)
2. One bill for payment through Bank Of Baroda, College Street Branch (BOB)
3. One bill for payment through Bank of Baroda , Surya Sen Street Branch (BOB)
4. One bill for payment through Other Nationalized Bank(ONB)

A handwritten signature in blue ink, appearing to be 'P. K. Saha', written over a circular stamp.

Accounts Officer II (Acting)
University of Calcutta