

# UNIVERSITY OF CALCUTTA



## AUDIT & ACCOUNTS DEPARTMENT

*A/F/45 – 1 (2020-2021)*

*Dated 04/01/2021*

Submitted to the Pro-Vice Chancellor ( B. A. & F. )

As per Purchase & works manual of this university in case of any purchase or annual maintenance / service maintenance contract exceeding rupees ten thousand, approval from the Pro-Vice Chancellor (B. A. & F.) is essential. For smooth movement of files relating to such purchase and annual maintenance / service maintenance contract it is necessary to place the files in question before the section concerned (PMT) within 29<sup>th</sup> of January 2021 for verification so that the purchase procedure may be completed and bills may be presented before the Audit & Accounts Department within 26<sup>th</sup> February 2021 for further processing, including relevant tax deductions as per rules within the Financial Year 2020-2021 without any difficulty.

If approved the following circular may be issued through website of the University of Calcutta.

### "NOTICE

As per Purchase & works manual of this university in case of any purchase or annual maintenance / service maintenance contract exceeding rupees ten thousand, approval from the Pro-Vice Chancellor (B. A. & F.) is essential. For smooth movement of files relating to such purchase and annual maintenance / service maintenance contract all concerned departments are requested to place the files in question before the section concerned (PMT) within 29<sup>th</sup> of January 2021 for verification so that the purchase procedure may be completed and bills may be presented before the Audit & Accounts Department within 26<sup>th</sup> February 2021 for further processing, including relevant tax deductions as per rules within the Financial Year 2020-2021 without any difficulty."

*[Handwritten Signature]*  
04/01/2021  
Audit & Finance Officer (Acting)  
University of Calcutta

**Audit & Finance Officer (Actg.)**  
**University of Calcutta**