



UNIVERSITY OF CALCUTTA

Senate House, 87/1 College Street, Kolkata – 700073

Audit & Accounts Department

Memorandum

It is hereby notified for general information that the University Syndicate has approved the following administrative changes and instructions, as outlined below:

The monthly deduction for the Medical Aid Fund (MAF) has been increased from ₹20 to ₹100, as per Syndicate Item No. 49 dated 04/12/2024. This change will be effective from **June 2025** payroll onwards.

Revised Deduction Effective Date is to be start from **June 2025**, the monthly deduction amount for MAF will be ₹100 in place of the earlier ₹20.

The Audit & Accounts departments will be sent the name of members who have resigned their membership from the MAF Scheme by the **third week of June 2025** to the concern establishment.

For the smooth implementation of the new ERP system, it is mandatory for each incumbent to submit the following bank details:

- Bank Account Number
- IFS Code
- Name of the Bank

A tabular sheet containing the above details must be sent to the Accounts Department **on or before 13th June 2025**.

While drawing bills for daily basis re-engaged staff (at ₹500.00 per day), it is compulsory to **mention the Pension Code** against each name.

All Heads of Departments and Secretaries of concerned Establishments are **requested to circulate this memorandum** to the respective Bill Drawing Sections/Establishments under their jurisdiction immediately.

For further clarification, please contact the Accounts Department.

AS
23/5/2025

Accounts Officer
University of Calcutta.