UNIVERSITY OF CALCUTTA

AUDIT & ACCOUNTS DEPARTMENT

MEMORANDUM

It is notified for all concerned that, as per purchase and work manual of this University, any purchase or renewal of annual maintenance contract or service contract or any work exceeding Rs.10, 000/- (Rupees Ten Thousand) in terms of monetary involvement and in the manner of Tender-process, requires prior approval from Pro - V.C. (BA & F), before issuance of supply / work order from both Academic and Administrative Departments. For smooth service delivery on the part of A.F.O Section to respective stakeholders, all Heads of the Departments and Faculties concerned are fervently requested to place relevant files / papers in question, before the cell concerned (PPMT) by 31.12.2026 for compliance verification with pertinent provisions in P/W manual and other extant rules followed by the University. Furthermore, please note that all proposed purchases/ works procedures are completed, and bills for payments (Reimbursement, vendors' bills etc.) are sent to A.F.O Section by 15.02.2027 for further process for time bound payments for F / Y '26 - '27. In addition to this papers relating to adjusting advances should be submitted within March, 2027 at A.F.O. Section for further processing.

Co-operation from all concerned is highly solicited in respect of submission of proposed purchases and works related relevant papers/documents for approval from competent authority (ies) and Bills for payments respectively within stipulated dates mentioned herein.

P.S.:- **(I) Last date of submission of relevant papers / documents requiring prior approval from competent authorities for proposed purchases and works, by inviting quotations, in manner of tender process is 31.12.2026.**

(II) Last date of submission of Bills for payments (other than salary bills) is 15.02.2027.

(III) Last date of submission of papers related to Advance Adjustment is within March, 2027.

02/12/26

A.F.O (Actg.),
C.U.

Audit & Finance Officer (Actg.)
University of Calcutta