

UNIVERSITY OF CALCUTTA

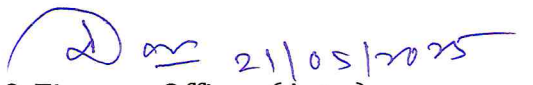


Audit & Accounts Department

4th Floor, Centenary Building, 87/1 College Street, Kolkata-700073

MEMORANDUM

This is to inform all concerned that, henceforth, monthly bills - pertaining to daily wages payments for services rendered by daily wage workers engaged in various academic/administrative depts of the university, in accordance with due approval obtained from competent authority - will have to be accompanied with, among others, copies of their signed attendance sheet(s) of respective month, to be duly endorsed by HOD concerned, during submission of their claims to the undersigned office. It is also advisable that the referred to bills are drawn in their names for direct payments to the respective beneficiaries, instead of reimbursement claims by HOD concerned, with a view to adhering to mandatory Professional Tax deduction at source, if applicable,


Audit & Finance Officer (Actg.)