

ACCOUNTS OFFICE  
VISVA BHARATI

गणित सदन / Computer Centre  
विश्वभारती / Visva-Bharati  
सारांश सं./Docket No. 606  
तिथि/Date 16.3.17

Ref. No. VB/ ACT/ 1498 /2016-17

Dated 16.03.2017


NOTICE

Sub: Submission of bills, adjustments and settlement of advances for the  
Financial year 2016-17

This is to bring to the notice of all concerned that, as per the guidelines of Ministry of Human Resource Development and the comptroller and Auditor General of India, the annual accounts of the University are to be prepared and compiled within 31<sup>st</sup> May every year. The Annual Accounts are to be submitted to the CAG for audit within 30<sup>th</sup> June after approval of the same by Finance Committee and Executive Council of the University. On getting the audit report from the CAG, the audited annual accounts are then sent to the Ministry for laying the same before both houses of Parliament in the first week of December.

Considering the compulsion of observing above time schedule, all principals of Bhavana/ Heads of the University Academic Departments/Officers of the University/ In-charge of different sections concerning to the other activities of the University are requested to kindly send the bills/adjustments related to their Department/Unit for the financial year 2016-2017 by 25<sup>th</sup> March, 2017 to the Accounts Office. The bills/adjustments for the expenditure to be made during the last week of March should be submitted within 1<sup>st</sup> week of April, 2017. Adjustment of Advances outstanding against official business/personal claims should also be submitted within 31<sup>st</sup> March, 2017 alongwith unspent balance.

All concerned are requested to kindly co-operate with the Accounts Office by observing the time schedule given above. Your co-operation will help the Accounts Office in timely compilation of the University Annual Accounts and complying with the Government guidelines.

  
Joint Registrar (Accounts)  
Visva-Bharati

Copy to :

1. The Registrar, Visva-Bharati for information.
2. The Finance Officer, Visva-Bharati for information
3. The Internal Audit Officer – with a request to release the bills/adjustments in adherence to the above time schedule.
4. P.S. to Hon'ble Upacharya for information of the Upacharya.
5. In-charge, Computer Centre to upload on the University website.