



VISVA-BHARATI  
SANTINIKETAN  
**NOTIFICATION**

The undersigned is to convey that the Upacharya has been pleased to approve the following arrangement for implementation in order to pass the bills and release of day to day payment at Granthana Vibhaga, Kolkata subject to ratification by the Artha-Samiti (Finance Committee) of the University ;

A.

Sl No.	Bill Passing Authority	Amount
1.	Accountant / Section Officer (Accounts)	Upto ₹25,000/-
2.	Deputy Registrar, Granthana Vibhaga	Above ₹25,000/-

B. Deputy Registrar of Granthana Vibhaga shall act as 'Drawing & Disbursing Officer' temporarily for such time till the regular Director of Granthana Vibhaga joins.

C. **Cheque signing Authority ;**

Sl No.	Authority	Amount
1.	Accountant /Section Officer (Accounts)	Upto ₹25,000/- singly
2.	Deputy Registrar, Granthana Vibhaga	Upto ₹75,000/- singly
3.	Deputy Registrar and Accountant/ Section Officer (Accounts) jointly	Above ₹75,000/- and upto ₹5,00,000/-
4.	Director, Granthana Vibhaga and Deputy Registrar, Granthana Vibhaga jointly	Above ₹5,00,000/-

D. In absence of Deputy Registrar or Accountant /Section Officer (Accounts) the cheque signing authority above ₹75,000/- and upto ₹5,00,000/- is entrusted to Section Officer (Sales) and Administrative Officer (Establishment) as one of the signatories.

This comes into force with immediate effect.

Memo No. REG/Notify/156/410  
Date : 27.03.2018

Registrar (Acting)  
Visva-Bharati

To

1. Finance Officer, V.B., 2. Director, G.V., Kolkata, V.B.
3. Joint Registrar (Accounts), V.B., 4. Joint Finance Officer, V.B. - To place it before F.C. for ratification, 5. Internal Audit Officer, V.B., 6. Dy. Registrar (Offtg.), G.V., Kolkata, V.B., 7. Accountant /Section Officer (Accounts), G.V., Kolkata, V.B.
8. Administrative Officer (Estab.), G.V., Kolkata, V.B.

Copy to:

1. C. S. to Vice-Chancellor, 2. P. A. to Registrar
3. University Web Master - To upload it in the University Website.