

Visva-Bharati, Santiniketan
Finance & Accounts Office

C I R C U L A R

No. Annual-Accounts/2014-15/1003

Date: 21.03.15

Sub: Closing of Financial Year on 31st March, 2015

As per laid down schedule by Finance Ministry, Government of India and Ministry of Human Resource Development, the university needs to finish compilation and completion of Annual Accounts by 31st May. So that the Audited Annual Accounts, after completion of Audit and obtaining of Audit Report & Audit Certificate from C&AG, are submitted in time to MoHRD to enable its' laying in Parliament during December.

To ensure that all allocations are fully utilized please send all claims, bills, etc. within the sanction budget well in advance to ensure utilization of all allocations and processing of all claims latest by 31.03.15.

All the Head of Departments/Bhavanas/Sadanas/Vibhagas/Centres/ Sections / Units etc. are hereby requested to please bring it to notice of everyone and extended their cooperation in achieving utilization of all allocations in full well in time. Any unspent sanctioned Grant will not be carried forward.

[Handwritten Signature]
21.03.15

Asstt. Registrar (Accounts)

To,

All the Head of Departments/Bhavanas/Sadanas/Vibhagas/Centres/Sections/Units

In charge, Computer Centre *with a request to upload in the website.* *[Handwritten Signature]*
Note: 24/3/15

Since consolidation of Statement of Accounts is } Silpa Sadana
to be done centrally at Accounts Office, Visva- } Granthan Vibhaga
Bharati the following Units are requested to } AERC
submit Statement of Accounts in respect of their } RKVK
accounts for the financial year 2014-15 to the } GFTM
Accounts Officer, Visva-Bharati on or before
30.04.15 positively.