



VISVA-BHARATI
ACCOUNTS OFFICE
Santiniketan

Ref. No. VB/ ACT/ 67 /2020-21

Dated 27.02.2021

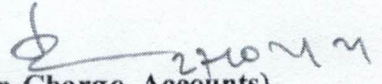
NOTICE

Sub: Submission of bills, adjustments and settlement of advances for the Financial year 2020-2021

This is to bring to the notice of all concerned that, as per the guidelines of Ministry of Education and C & AG of India, the annual accounts of the University are to be prepared and compiled within 31st May every year.

Considering the compulsion of observing above time schedule, all Principals of Bhavana/ Heads of the 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 2020-2021 by 15th March, 2021 to the Accounts Office positively. Adjustment of Advances outstanding against official business/personal claims should also be submitted within 15st March, 2021 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 (In-Charge, 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, Visva-Bharati for information
4. DR & CS to Hon'ble Upacharya for information of the Upacharya.
15. In-Charge, Computer Centre to upload on the University website.