



Rabindra Bharati University

Internal Communication

Ref. No.: RBU/FO/059/26-27

Date: 15th September, 2026

From : Finance Officer (Acting)

To : All Deans
All Heads of Academic Department
All Directors/In-charges/Heads/Coordinators of Various Centers
All Officers

Copy to: Secy. to the Hon'ble Vice-Chancellor
Registrar (Acting)
A & A.O. (I)
Cashier
Pay Bill Section
Sri Biswajit Dey

Regarding : Submission of Party Bill before Durga Puja - 2026

All departments of the University will remain closed from 15-10-2026 to 26-10-2026 for Durga Puja vacation.

The last date for receiving the **Party Bills** in the Finance Department will be on **30-09-2026** and efforts will be made to release payments by **12-10-2026**.

No external transactions will be undertaken in general on **13-10-2026 & 14-10-2026** as Cash Section will reconcile all the payments released before Puja vacation on those days.


Pushkar Mallick
Finance Officer (Acting)