



RABINDRA BHARATI UNIVERSITY

Ref. No. : RBU/FO/ 39 /2020-21

Date: 08-03-2021

INTERNAL COMMUNICATION

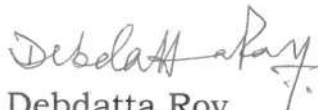
From : Finance Officer
To : All Heads of Academic Department
All Directors of Various Centers
All Officers
Copy To : Secretary to Vice-Chancellor
Registrar
A & A. O. - (I)
A & A. O. - (II)

It has been observed that large numbers of Bills/Claims are presented before the Finance Department leading to huge accumulation of bills in the Finance Department, during the month of Financial Year Closing, every year. To ensure smooth processing of Bills/ Claims, submission of bills in a systematic and phased manner is very important. Finance Department issues guidelines every year in this respect and like previous occasions all the **Head of the Academic & Administrative Departments and Coordinators of Centers** are requested to adhere to the following schedule for submission of Bills/ Claims for the Financial Year 2020-21.

TABLE

Sl.No.	Description	Last Date
1	Submission of Bills/Claims to Finance Department	17-03-2021
2	Bills for Contingencies/ Advances	19-03-2021
3	Bills for Arrear Salaries, Pension, LTC etc.	24-03-2021
4	Stipend/Remuneration/Salary Bills for all categories of Students, Contractual Employees, Guest/Contractual Teachers for the month of February' 2020	24-03-2021
5	Re-submission of objected/returned Bills	26-03-2021

➤ No new Bills/ Claims for payment shall be received by the Finance Department after **4:00 p.m. on 17-03-2021.**



Debdatta Roy

Finance Officer

DEBDATTA ROY

Finance Officer

Rabindra Bharati University
Kolkata