



# BANKURA UNIVERSITY

(West Bengal Act XIX of 2013- Bankura University Act, 2013)

Main Campus, Bankura Block-II, P.O.: Purandarpur,

Dist.: Bankura, Pin- 722155, West Bengal

## Department of Finance

No: BKU/FO/ 1049/2025

Date: 05/12/2025

### Circular

It has been experienced that during the fag end of the Financial Year i.e. in February and March of every Financial Year, large numbers of bills are presented before the Finance Department leading to huge accumulation of bills in this Office. Such a situation may be avoided if submission of bills is made in a systematic manner.

All Head of the Academic and Administrative Departments/Centers/P.I. of the various Projects are hereby informed that bills/ vouchers for reimbursement / direct party payments against statement format, under any permissible head of account, covered under the non-plan Budget provisions of the University are to be submitted positively within 17<sup>th</sup> March, 2026 by all concerned to the Finance Department for the financial year 2025-2026 for completion of processing in time. Spillover of Non-Salary Budget is not possible to accommodate as per rules. No new bills shall be received by the Finance Department after 4 p.m. on 17.03.2026.

All Heads of the Departments/ Centers/P.I. of the various Projects are requested to clear the bills as per schedule mentioned above.

Cooperation of all concerned in this regard is solicited.

This circular is issued with approval of the competent authority.

  
Finance Officer  
Bankura University  
FINANCE OFFICER  
BANKURA UNIVERSITY

#### Copy to:

1. All Academic & Administrative Heads, P.I. of the Projects, Centre-In -Charge.
2. Dean, P.G. Studies.
3. System Administrator for uploading in the Website.
4. Secretary to Vice-Chancellor for kind information of Hon'ble V.C.