



UNIVERSITY OF CALCUTTA

No.AFO/

Date: 27th May 2019

To

Sub: Annual Financial Estimates for the year 2020-21 (B.I. No.)

Dear Sir / Madam,

Kindly note that the work related to preparation of Annual Financial Estimates (Budget) for the year 2020-21 has been initiated by the Accounts Department. In terms of the relevant provisions of C.U. Act, 1979 and the C.U First Statutes, 1979, the Budget for the year 2020-21 & Revised Budget for the year 2019-20 is to be submitted to the State Govt. by 30.11.2019.

The undersigned is directed by the Hon'ble Pro-Vice Chancellor (B.A&F) to request you to kindly furnish the Financial Estimates (Budget) for the year 2020-21 of your department as per the enclosed pro-forma.

The proposal of Financial Estimates of your department is to reach the office of the undersigned by 30.06.2019 for facilitating the finalisation of the job at hand. The meeting date will be communicated after receiving your proposal. A soft copy of the proposal may also be sent to the E-mail id: calunivbudget2017@gmail.com .

Please treat this communication as urgent.

Thanking you

Yours sincerely

Audit & Finance Officer (Acting)

University of Calcutta

Encl. As stated

PRO-FORMA

B.I.No:-

SL.No.	A/c Code	Head of Account	Budget Estimates 2020-21