



**UNIVERSITY OF CALCUTTA**

**AUDIT AND ACCOUNTS DEPARTMENT**

**CORRIGENDUM NOTICE**

This is for kind information of all concerned that, in the “Budget Meeting Letter 2024-25”, in the sentence “*Also, if there is any requirement of contractual teacher in the department.....*”, the phrase ‘**requirement of**’ is to be substituted by the word ‘**existing**’ and the sentence should be read as,

**“Also, if there is any existing contractual teacher in the department, this should be mentioned separately along with tentative financial requirement.”**

A specimen letter is given herewith for kind reference of all concerned.

S/d  
(Audit & Finance Officer (Acting))  
University of Calcutta

# **SPECIMEN LETTER**

## UNIVERSITY OF CALCUTTA



No.AFO/Budget Meeting/2024-25/1

28<sup>th</sup> August, 2023

To  
Head of the Department  
XXXXXXXXXXXX  
XXXXXXXXXXXX  
Kolkata - XXXXXX

### **Sub: Budget Meeting for the year 2024-25 (B.I XX)**

Dear Sir / Madam,

Kindly note that the work related to preparation of Annual Financial Estimates (Budget) for the year 2024-25 has been initiated by the Accounts Department.

The undersigned is directed by the Hon'ble Vice Chancellor to request you to kindly furnish the Financial Estimates (Budget) for the year 2024-25 (**along with the estimates for 'Capital Expenses' i.e. B.I: 175**) of your department as per the enclosed Pro-forma. Also, if there is any existing contractual teacher in the department, this should be mentioned separately along with tentative financial requirement.

The proposal of Financial Estimates of your department is to reach the office of the undersigned by 08.09.2023 (within 3 p.m.) for facilitating the finalisation of the job at hand. The date and time of meeting is given herewith. A soft copy of the proposal is also to be sent to the E-mail id: [calunivbudget2023@gmail.com](mailto:calunivbudget2023@gmail.com). You are further requested to carry a hard copy of the Financial Estimates (2024-25), of your department, at the time of meeting.

As per decision of the Audit & Accounts Department, University of Calcutta, the Budget Meeting is scheduled to be held as appended below.

Date of Meeting:	
Time:	
Venue:	Office Chamber of the Hon'ble Pro-Vice Chancellor (B.A&F), Centenary Building, 3rd floor

You are requested to make it convenient to be present in the meeting on the scheduled day and time and also carry with you a copy of the submitted budget proposal.

Please treat this communication as urgent.

Thanking you

Yours sincerely

Sd/-  
Audit & Finance Officer (Acting)  
University of Calcutta

Encl. As stated

# **PRO-FORMA**

**B.I. No:-**

<b>SL. No.</b>	<b>A/c Code</b>	<b>Head of Account</b>	<b>Budget Estimates 2023-24</b>	<b>Budget Estimates 2024-25</b>

**PRO-FORMA**  
**CAPITAL EXPENSES**

**B.I. No:- 175**

<b>SL. No.</b>	<b>A/c Code</b>	<b>Head of Account</b>	<b>Budget Estimates 2024-25</b>