

# UNIVERSITY OF CALCUTTA



## AUDIT & ACCOUNTS DEPARTMENT

### MEMORANDUM

Memo No. A/S/201/Sal/2015

Date : 10th June 2015

**Sub: Discontinuance of submission of late salary bills to the Audit & Accounts Department.**

In continuation of our earlier Memo No. A/S/192/Sal/2015 dated 07/05/2015, all heads of Departments and concerned establishment sections are hereby informed that due to introduction of the COSA software, which is not compatible with deferred generation of previous period salary bill in a subsequent month, the following shall be the procedure of drawing salary bills.

- 1) All salary bills are to be considered as having a single status of regular bills. Absenteeism in a particular month shall be verified in the succeeding month and deduction ( if arises due to no leave at credit ) for such absenteeism be made in that immediate succeeding month with reference to absentee statement prepared by the bill drawing department.
- 2) Regular deduction for recovery of HBL, Co-operative Loan, TDS, GSLI Contribution etc. which cannot be made from regular monthly salary bill (due to insufficient balance or no balance which remains for reasons of leave disagreement etc.,) shall be made from available balance in salary in any subsequent month/s.
- 3) Salary bills in respect of employees having frequent and unusual absence may be drawn only after granting of leave and regularization of service by the competent authority.
- 4) Thus the practice of submission of Late Salary Bills is hereby dispensed with and all concerned are hereby informed.

All concerned are once again requested to send salary bills to the Salary section of the Audit & Accounts Department within 8<sup>th</sup> of each/every month, except the month of October for which, the last date of submission will be 16/09/2015 for the year 2015-16.

Abhik Kusari  
Accounts Officer