



# UNIVERSITY OF CALCUTTA

Prof. (Dr.) Sonali Chakravarti Banerjee

*Pro-Vice-Chancellor (B.A. & F.)*

## FINANCIAL CALENDAR FOR THE YEAR 2016 – 17

On consideration of trend of expenditure sought for and incurred during the span of the Financial Year, as experienced by the Audit and Accounts Department of the University, and in order to regulate the projection of cut-off dates for presentation of various Bills/Advances/Adjustments, the following sequences have been framed as the Financial Calendar for the Financial Year 2016 – 17, subject to due observance of the stipulations mentioned vide (A) to (C) below:-

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| 1. Submission of Regular Bills (Other than Salary Bills/Contingency Bills) regarding Advance Requisition and reimbursement under B.I. of respective department:-<br>(50% of B.I. apportionment should be used on half yearly expenditure basis i.e. from 01/04/2016 to 30/09/2016) | To be submitted to<br><u>Audit &amp; Accounts Deptt.</u><br>by 31-10-2016  |
| 2 Rest 50% of B.I. apportionment proposal of expenditure, the Bills to be drawn against which, by each Deptt. of their respective B.I. (s)   | Preferably by 31 <sup>st</sup><br>January 2017 (so that the<br>Bills can be processed for<br>payment by 31 <sup>st</sup> March 2017) |
| 3 Submission of Budgetary Proposals by each Deptt. for B.I. Amount requirements / Sanctions.   | By 30-06-2016 (so that the<br>inclusion can be effected suitably)  |

(A) It is to mention that excepting deserving cases the use of respective B.I. amounts is desirable without approaching the sanction for Lump Provision Grant.

(B) It is also to mention that the Departmental B.I. is to be used suitably and after exhausting the own B.I. only, the proposal for sanction under Lump Provision may be sought for.

(C) To avoid rush of expenditure at the fag end of the Financial year (as objected by Government Audit in this respect), it is to mention that suitable steps need be taken, so that the trend of incurring expenditure be regulated throughout the Financial year on rational basis so that the incidence of rush of expenditure toward the end of the Financial Year may be avoided.

*Scb* 18.5.2016  
(Sonali Chakravarti Banerjee)