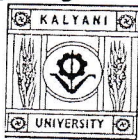


University of Kalyani



FINANCE DEPARTMENT

Kalyani- 741 235, West Bengal

PBX : (033) 2580-8467

Fax: (033)25828282.

Ref. No. FD/ 239

Dated: March 18, 2024

NOTICE

Sub: Furnishing Remittance Details immediately after sending of Remittance to Kalyani University Bank Accounts

This is for information to the concerned Principals/TICs/Directors/In-Charge of all the colleges/institutes/Centers affiliated to the Kalyani University that the University received positive response from your end in receiving several receipts through NEFT/RTGS at our respective bank accounts. This system also ensured promptness and convenience in getting receipts from the concerned colleges/institutes/centers in time. But the University is facing another problem with this system due to the non-disclosure of the **Remittance Details**. As a result, Kalyani University ensured the receipt of the amount in its account but facing problem to issue Money Receipt for the same and also for keeping accounts for it in absence of any information from the remitter college/institute/centre.

The above problem is becoming so grief that Kalyani University is facing hardship to prepare and close annual accounts at the end of the financial year due to the non-disclosure of the identity of remittance. University is therefore requesting all the concerned Principals/TICs/Directors/In-Charge of all the colleges/institutes/Centers affiliated to the Kalyani University to send the following particulars after remitting the payments to the Kalyani University at fdku2014@gmail.com:

1. Name of the Colleges/Institutes/Centers:
2. Amount of Remittance :
3. Transaction ID & Date :
4. Bank Account Number of the University where remittance was made :
5. Name of the Bank of the University:
6. Purpose of the Remittance with break-up of fees head wise:

The above will help the University to prepare Money Receipt after obtaining the above information and reconciliation thereto with the University Accounts and deliver the same instantly from University Cash Section whenever any representatives from the concerned colleges affiliated to the Kalyani University and all other colleges/institutes/Centers will collect the same from the University Cash Section.

All concerned are therefore requested kindly cooperate for the same for your benefit and convenience because not only the University but the sender colleges/institutes/centres also need money receipt from the university for running their accounts smoothly at all times.

This notice is being issued with kind concurrence of the Vice-Chancellor.

Sd/-

Finance Officer



Copy forwarded for information and necessary action to:

1. The Vice-Chancellor's Secretariat
2. The Pro-Vice-Chancellor's Secretariat
3. Controller of Examinations with a request to send e-mail to the all concerned colleges, institutes, centres
4. Inspector of Colleges
5. System-in-Charge with a request to upload at University Website as a Notice under Download Zone
6. Director, DODL
7. University Cash Section
8. Budget & Accounts Section

Shobh
18.03.2024
Finance Officer
University of Kalyani