

JADAVPUR UNIVERSITY
KOLKATA-700 032

Ref. No.: REC/N/ 053 /2023

Dated : 15-02-2023

CIRCULAR

As per the Executive Council decision, Departments are allowed to purchase directly up to Rs.10,000/- and any purchase beyond Rs.10,000/- must be procured through the requisition for purchase through University, based on, "JU Purchase Rules". All Head of the Departments / Sections and Directors of Schools are hereby informed that the **Requisitions for the financial year 2022-2023**, covered under the non-plan Budget provisions (Recurring) of the University will be received by the Accounts Section and Salt Lake Office up to 24th February, 2023 to enable us to process these within the financial year. Purchase Section will accept requisitions normally up to 27th February, 2023 to enable the procurement complete within this year. **Any spillover of spending to the next year for the delay in submission of requisition will be charged against Budget Provision of next year.** So all concerned must try to avoid that.

It may also be noted that **bills/vouchers for reimbursement/direct party payments** against statement format, under any permissible head of account, covered under the non-plan Budget provisions of the University are to be submitted positively within 24th March, 2023 by all concerned to the Accounts Section & Salt Lake (Accounts) for the financial year 2022-2023 for completion of processing in time. Direct procurement be done as per new purchase rules, all those bills should reach Accounts Section and Salt Lake Campus by 24th March, 2023. In all such cases, the allocation of the provision will be taken into consideration for the purpose. Considering the new payment system, it will not be possible to keep the books of A/c opened beyond 2nd week of April, 2023.

All party bills, including contractors' bills against orders issued during the year, having delivery/completion time up to 28th February, 2023 should reach Accounts Section / Salt Lake Accounts within 10th March, 2023 and those up to 17th March, 2023 should reach Accounts Section / Salt Lake Accounts within 24th March, 2023. Orders issued after 17th March 2023 should reach by 30th March 2023.

All Heads of the Departments, Directors of Schools, Section-in-charges & concerned Storekeepers are requested to clear the bills as per schedule. University Engineer & S/S.-Estate Section are requested to follow the instruction and take necessary initiatives for proper spending during the year for all the expenses incurred & job done, so that all bills for 2022-2023 reaches Accounts Section in time to spend within March, 2023.

Special attention of the University Engineer & Estate Section are drawn for settlement of all pending repair & maintenance (building) related bills, labour bills where the spillover is very imminent & need to be avoided, as far as practicable. Spillover of Non-Salary Budget is not possible to accommodate as per rules.

Co-operation of all concerned is solicited.


FINANCE OFFICER

To :

- All Heads of the Departments/Sections/ Schools/Units (including Salt Lake Campus)
- SS-Accounts – I & II, Salt Lake Accounts, Purchase, Cashier, for co-ordination please
- The Vice Chancellor / Pro Vice Chancellor / Registrar – for information
- SS Estate / University Engineer – for co-operation
- Records – 2 copies