



# VIDYASAGAR UNIVERSITY

P.O.: Vidyasagar University, MIDNAPORE – 721 102, Dist.: Paschim Medinipur,  
WEST BENGAL, INDIA

Ref. No- VU/FO/Noti./0398/24

Dated- 18/07/2024

## NOTIFICATION

It is hereby notified for information that, based on the decision taken by the Finance Committee of Vidyasagar University in its meeting held on 04/07/2024 and duly approved by the Hon'ble Vice-Chancellor, the Project Investigator / Coordinator / HOD / Guide will submit the financial documents to the Finance Officer vide a forwarding letter after that the Finance Officer will process the same following departmental procedure and finally the Registrar will endorse & sign on the requisite documents.

All concerned are being informed accordingly.

This is issued with the approval of the competent authority.

*Sd/-*

**Finance Officer**  
**Vidyasagar University**

*Copy forwarded for information and necessary action to:*

- 1) *The Dean(Actg.), Faculty Council for Postgraduate Studies in Arts & Commerce*
- 2) *The Dean(Actg.), Faculty Council for Postgraduate Studies in Science*
- 3) *All Academic & Administrative Heads with a request to circulate the notification in the department.*
- 4) *The Registrar.*
- 5) *The Secretary to the Vice-Chancellor for kind information to the Hon'ble Vice-Chancellor.*
- 6) *The Senior Information Scientist to upload on the University website for wide circulation.*
- 7) *Guard file.*

*[Signature]*  
**Finance Officer**  
**Vidyasagar University**

**Finance Officer**  
**VIDYASAGAR UNIVERSITY**  
**Midnapore - 721102, W.B.**