



MEMORANDUM

Memo No. : 0651/0418

Date: 10/4/2018

For the purpose of ensuring transparency in the accounting process, streamlining of payments and to adhere to financial integrity, the following measures are to be taken **w.e.f. 22ND.February 2018.**

A. Car and Driver Hiring from outside agencies

A1. Head of Account of B.I. No. 168(3), Headcode – 5125011 is to be renamed from the existing “Emergency Car Hiring” to “Car and Driver Hiring Charges .

A2. Budget Provision against **B.I. No. 168(3), Headcode – 5125011** to be revised from existing “**Rs.20,00,000/-**” to “**Rs.1,20,00,000/-**” and **B.I no. 166(1)** to be revised from existing “**Rs.2,40,00,000/-**” to “**Rs.1,40,00,000/-**”
(Subject to approval of the appropriate authority)

A3. Henceforth, all Car and Driver Hiring Charges from outside agencies to be paid from **B.I. No. 168(3), Headcode - 5125011** (except examination related Controller’s department car hiring).Hence forth, under no circumstance car and driver hiring charges will be paid from the departmental B.I. related contingency fund.

A4. Regarding any type of car and Driver hiring from outside agencies, **Financial Concurrence is essential.**

B. Telephone Charges

B1. Only Vice-Chancellor, Pro-Vice-Chancellor (Academic), Pro-Vice-Chancellor (B.A&F) and Registrar will get full bill value of their respective landline and mobile phone charges (postpaid/prepaid).

B2. All University Officers (except Vice-Chancellor, two Pro-Vice Chancellors and Registrar) entitled maximum **Rs.500/- per month** or actual, whichever is lower, for landline or mobile phone charges (postpaid/prepaid).



B3. All University Deans of each Faculties, Head of the Academic Departments, Directors of different Centres, Chairman U.G. Board of Studies are entitled to get maximum **Rs.500/- per month** or actual, whichever is lower, for landline or mobile phone charges (postpaid/prepaid).

B4. Regarding re-imbursement of Telephone bills / charges, submission of proper documents / bills / vouchers is compulsory. In case of mobile phone ordinary 'Cash-Memo' or 'Money Receipt' is acceptable.

B5. In all the cases Telephone Bill / Mobile phone charges will be paid from **B.I No. 23(9), Headcode-5062001.**

C. Local Conveyance (other than Travelling expenses)

C1. Under **no circumstances official tour related travel expenses** will be paid from **BI related Contingency fund** of any academic/administrative department.

C2. Official Tour related travel expenses will be paid from **B.I. No. 166(4), Headcode-5052001** after taking prior approval from the appropriate authority.

C3. **Local conveyance** for the purpose of **running day-to-day university office related administrative / academic activities will be paid in cash from respective departmental** (both academic and administrative) Contingency fund.

C4. **Local conveyance means, Busfare / Taxifare (including Ola, Uber etc.) / Autofare / Totofare / Rickshawfare / Local train fare and any other common means of local transport including water transport.**

D. Conveyance Expenses for External Members of U.G.Council.

D1. **Actual conveyance expenses of the external members of the U.G.Council will be paid from B.I. No. 20(3), Head Code 5009001.**

E. Expenses related to the Departmental Ph. D. Committee.

E1. **All expenses like local conveyance expenses, refreshment expenses, official telephone charges and any other related expenses of the different departmental Ph.D. Committees will be paid from respective departmental contingency fund subject to the maximum limit of Rs.5000/- per financial year.**

[Pro-Vice Chancellor (B.A&F)]
University of Calcutta