



## **Audit & Accounts Department**

**Budget Section**

**Date: 21/11/2024**

### **Budget Circular**

**Memo No.: Budget/2025-26/1**

This is to inform the Secretaries of all campuses of University of Calcutta, that the Audit & Accounts department has initiated the preparation of the 'Financial Estimates (University Budget)' for the year 2025-26.

The Schedule of the Budget Meetings [to be held from **9<sup>th</sup> December, 2024 (Mon) to 16<sup>th</sup> December, 2024 (Mon)**, University working days only] along with the format of the Budget Proposal, are being sent to the "Office of the Secretary", of all the campuses of the University, for onward transmission to all the Head of the Departments of the respective campuses. These information is also being uploaded in the University Website.

Secretaries of all the campuses are requested to kindly co-operate in this matter to carry out the task of preparation of the "Financial Estimates: 2025-26" successfully.

All academic and administrative Heads of the University are requested to kindly co-operate with the Offices of the Secretaries, as well as the department of the undersigned in this matter. All necessary information are to be submitted to the e-mail id: **[calunivbudget2023@gmail.com](mailto:calunivbudget2023@gmail.com)**.

s/d

[Audit & Finance Officer (Acting)]

University of Calcutta