



# DIAMOND HARBOUR WOMEN'S UNIVERSITY

Sarisha, Diamond Harbour Road, South 24 Parganas, 743368

## NOTICE

No. DHWU/FO/Notice/31/23

Date: 26-05-2023

It has been observed for a long time past that month-wise Remuneration Bills/claims in respect of the Guest Lecturers/Resource Persons engaged in different Departments are not being submitted timely in sequence of their engagement to the Office of the Finance Officer of the University. Also some of them are being sent with incomplete and inadequate papers/documents.

The Treasury from which such claims/bills are drawn is insisting us to prefer the claims with consolidation of the claims month-wise for each Department but Finance Office is in a position not to consolidate for want of having the same from each department timely and properly causing delay in drawal of the claims on monthly basis or facing objections from the end of Treasury.

In view of the above, all concerned are requested to submit such claims of every month within 1<sup>st</sup> week of next month along with the claims duly signed by the incumbents in original (not digitally), recent Engagement Order of the appropriate authority and certification by the HOD so that the remuneration in question may be disbursed timely and systematically.

Kind co-operation from all concerned are solicited.

  
26-05-2023  
Finance Officer

Diamond Harbour Women's University

Finance Officer

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Copy forwarded for information with the request to take action:

1. The Registrar, DHWU
2. All HODs/Coordinators, DHWU
3. PA to Hon'ble Vice Chancellor, DHWU
4. For Notice Board

  
26-05-2023  
Finance Officer

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