

University of Kalyani



FINANCE DEPARTMENT

CIRCULAR

Ref. No. FD/1246

Dated: November 17, 2014
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Sub: **Furnishing Bank Account Information for disbursing fellowship/remuneration to all project employees**

This is for information to all concerned who are engaged as Fellows/Research Associates/Project Assistants etc. related with various Research Projects, Schemes, Centres and Programmes running at University of Kalyani (other than URS) and drawing their Fellowship or remuneration from the said projects, scheme, centres and programmes that **fellowship / remuneration for the month of Nov' 2014 is to be disbursed to them through their respective bank accounts.**

Finance Department is therefore enclosing herewith a format for furnishing information about the Bank A/C of the said incumbents at which their respective fellowship/remuneration is to be remitted. The format as shown over leaf, after properly filled-up, must be submitted through respective PI/Coordinator/Director/HOD at the earliest to the Despatch Section of the Finance Department positively by **25th November, 2014** so as to enable this department to send their fellowship / remuneration to their respective bank accounts.


Concerned HOD/PI/Coordinators/Directors are requested to expedite the above for doing needful at the earliest.

This circular is being issued with the kind concurrence of the Vice-Chancellor.

Sd/-
Finance Officer

Copy to:

All Deans of the Faculties
All Academic Heads
All Administrative Heads
Development Officer
Salary Bill Section
Bill Audit Section
Project/Scheme Section
Audit & Accounts Officer


Finance Officer
Finance Officer
University of Kalyani

PLEASE SEE REVERSE FOR BANK A/C INFORMATION SHEET

Bank A/C Information Sheet

(To be submitted by all Fellows/Research Associates/Project Assistants etc. related with University Projects, Schemes, Centres etc. other than URS)

A. Personal Information

Name of the fellow / staff :
(In Block Letter)

Contact No. & Address :

B. Work related Information

Title of the Project / Scheme /
Centre / Program with
With A/C Code (if any) :

Name of the PI / Coordinator /
Director :

C. Bank related Information

(Please enclose copy of the cover page for Pass Book)

Name of A/C Holder as per
Bank Pass book :

Name of the Bank :

Name of the Branch :

Bank A/C No. :

Bank IFSC No. :

Contact No. of the Bank :

I declare that the above particulars are true and correct and in case of any mistake or error committed by me for furnishing the above particulars, Finance Department of the University of Kalyani will not be held responsible for any sorts of adverse consequences regarding disbursement of fellowship / remuneration.

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Full Signature of the Fellow / Staff

Forwarded by –

PI / Coordinator / Director/HOD