

# University of Kalyani



## FINANCE DEPARTMENT

Ref. No .FD/95

Dated: August 28, 2023

### Circular

#### **Sub: Implementation of the Cashless Receipt at University Cash Section from immediate effect**

With the advent of technology, online transaction is becoming inevitable in most of the places including various institutions like us. UGC has recommended several times for running Cashless Transaction at university level. Accordingly, University adopted couple of years ago the disbursement of payment under online mode through NEFT/RTGS and very few transactions via Cheque/DD. Further, University through establishment of separate web portal had commenced its admission process through receipt of admission money in online mode for last couple of years. For the convenience of its affiliated colleges, this department had started receipt of registration and other fees directly to university account through online few years back. Now onwards, University Cash Section has adopted mechanism to collect receipts from students and other stakeholders not in Cash but under POS and QR Code methods.

**Henceforth, no cash will be deposited at UNIVERSITY CASH SECTION and all receipts at UNIVERSITY CASH SECTION must be made by POS or QR Code methods.**

**Further, Three Part Cash Challan is being discontinued at UNIVERSITY CASH SECTION. Instead, Requisition Slip is being introduced. Requisition Slip is displayed at University Cash Section and is downloadable from the university website [www.klyuniv.ac.in](http://www.klyuniv.ac.in) under Download Zone (Finance Department).**

**The said system will mandatorily be followed by all stakeholders of the university w.e.f. 1<sup>st</sup> September, 2023 forenoon.**

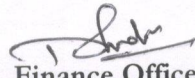
The above order is being issued with kind concurrence of the Hon'ble Vice-Chancellor.

*Sd/-*

*Finance Officer*

Copy for information and co-operation to:

1. Vice-Chancellor's Secretariat
2. Registrar
3. All Dean of the Faculties
4. All HODs of the Academic Departments
5. All HODs of the Administrative Departments
6. System –in-charge with a request to send all HODs, teachers and officers through their respective e-mails and also to upload this Circular at University Website
7. All Officers of the University
8. Caretaker
9. Cashier
10. Budget & Accounts Section

  
Finance Officer  
Finance Officer  
University of Kalyani



## UNIVERSITY OF KALYANI

**REQUISITION SLIP FOR DEPOSIT AT UNIVERSITY CASH COUNTER**

Name.....

Designation (Student/Employee/Other).....

Name of the Department/College/Institution.....

Mobile Number .....

E-mail .....

**DEPOSIT MADE FOR**

Sl.NO.	Head of Deposit	Amount(Rs.)
1	Refund against Advance/Refund for.....	
2	Admission Fees/Casual Enrolment fees/Casual Fees college students/Non-Collegiate Fee/Re-Admission Fees	
3	Admit Card Fees/Migration Fees/Session fees	
4	Ambulance Hire Charges/Medical Test/Other Health Centre Fees.....	
5	Application Form for.....	
6	Cancellation of Registration (College students)	
7	Caution Money/Hostel Caution Money	
8	Instruments/ Laboratory /Gymnasium /Facility Hire Charges	
9	Central Library Card/Reading Room Card/Library Card for .....	
10	Original Certificate/Certificate fees/Provisional Certificate fees	
11	Sale Proceeds from Auctioned Items/Sale of .....	
12	Consultation Fees	
13	Conversion of Marksheet/Transcript fees/Review fees by college students/Review fees by KU students	
14	Convocation Fees/Fees Against Convocation Costume	
15	Duplicate Certificate/Duplicate Identity Card/Duplicate Library Card fees/Duplicate Mark sheet fees/Duplicate Migration fees/Duplicate Ph.d Registration Certificate/Duplicate Registration fees	
16	Electricity Charge	
17	Examination Fees college students/Examination fees for .....	
18	Fees of Internship for the Period of .....	
19	Guest House Booking /Hall Booking Chages	
21	Hostel Seat Rent/Guest boarder	
22	Inspection fees (Dev Corpus Fund)	
23	Library fine/Late Fine For .....,/Fine for .....	
24	Life Long Learning different short course fees	
25	Ph. D Registration fees/Ph.D Registration Coupon	
26	Qualification verification Fees	
27	Registration Fee Affiliated college students	
28	Registration Fees on Work-Shop/Seminar/Conference	
29	Certificate Course Fees for.....	
30	Sports Fees Affiliated college students	
31	Bus Coupon for students/employees	
32	Swimming Pool Admission fees	
33	Tender Application Fees	
34	Xerox Fees Central Library	
35	Others, if any, Please Specify.....	
Total Amount in Words (Rupees .....		
.....only)		

Signature of the Head/Officer/Section In-charge

Signature of the Depositor