



UNIVERSITY OF CALCUTTA

Senate House, 87/1 College Street, Kolkata – 700073

Audit & Accounts Department

Memorandum

This is for information of all the teachers of CU who run projects in self-operating mode. They are requested to submit their project details in Accounts Dept (3rd Floor) to the undersigned as soon as possible and also submit Audited accounts /Signed transaction statement every year relating to their project showing all receipts and payments. Please treat this matter as urgent.

Project details to be Submitted :

Name of project

Name of PI/Co PI

Funding agency

Bank details like Bank A/c no., Branch , IFSC.

Bank balance as on 31-3-2024.

For new self-operating project bank accounts opened during the year. Information is to be provided to the undersigned regarding the above details.

AS
20/5/2024
A.O.C.U.