



UNIVERSITY OF GOUR BANGA

[Established under the West Bengal Act. XXVI of 2007 and Recognized U/S 2(f) & 12(B) of the UGC Act]

Office of the Registrar

★ Phone: 03512-223664 ★ URL: www.ugb.ac.in

P.O.: Mokdampur, Dist.: Malda, Pin – 732 103, West Bengal, India

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Ref. No.: 025/UGB/DR-26

Date: 09.01.2026

OFFICE ORDER

In compliance with the directions of the Hon'ble Vice-Chancellor and in pursuance of the resolution adopted in the meeting held with all Deans of Faculty Councils of Postgraduate Studies, all Heads/Coordinators of PG Departments, and all Officers of the University on 18.12.2025 (vide Ref. No.: 528/UGB/R-25 dated 12.12.2025), the undersigned is directed to notify the following decisions regarding financial and purchase matters for compliance by all concerned:

- 1. Submission and Processing of Bills:** All bills pertaining to financial claims of Faculty Members, Coordinators, Heads of Departments, Deans, Administrative Heads, Conveners, and other functionaries of the University duly accompanied by supporting documents and proper forwarding should be submitted directly to the Finance Officer. Upon due verification, payments should be processed within ten (10) working days. In case of any deficiency or discrepancy, such bills shall be returned to the concerned person promptly with specific remarks.
- 2. Purchase and Procurement Procedures:** All purchases made out of Government funds as well as the University of Gour Banga's own funds shall strictly adhere to the Standard Operating Procedure (SOP), 2025 (vide memo no: 06-Edn(T)-HED-20011(18)/18/2023-TECH SEC-Dept. of HE dated 02.01.2025 issued by the Department of Higher Education, Govt. of West Bengal) and the relevant provisions of the West Bengal Financial Rules (WBFR), as applicable. Proposals for procurement of equipment under externally funded research or academic projects, duly recommended and routed through the prescribed channel, shall be placed before and processed by the Purchase & Tender Committee.
- 3. Unadjusted Advances:** A statement of unadjusted advance drawn till date by employees of the University shall be declared by Finance Officer.

This Office Order shall come into force with immediate effect.

All the Head of Academic and Administrative Departments are requested to circulate the office order and kindly disseminate the information among all concerned.


DEPUTY REGISTRAR (A/c)
UNIVERSITY OF GOUR BANGA
MALDA (W.B.)

(Dr. Rajib Patitundi)
Deputy Registrar (Addl. Charge)

Copy forwarded to:

1. The PA to the Vice-Chancellor for kind information to the Hon'ble Vice Chancellor, UGB.
2. The Deans, All Faculty Councils of Post Graduate Studies, UGB.
3. The Registrar, UGB.
4. The Finance Officer, UGB.
5. All Heads/Coordinators, PG Departments, UGB.
6. All Officers, UGB.
7. Office File.
8. University Website.