

UNIVERSITY OF GOUR BANGA
OFFICE OF THE REGISTRAR

Ref. No.: 736/UGB/R-26

Date: 27/08/2026

OFFICE ORDER

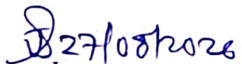
As directed by the Hon'ble Vice-Chancellor in light of the request made by the Finance Officer, the following instructions are hereby issued for immediate compliance by all concerned:

1. Original bill along with all supporting documents (in hard copies only) should be submitted to the finance section for processing / payment.
2. All such submissions must be made through proper channel only, else will not be processed.
3. Submission of bills and or documents by email will not be considered, unless and otherwise warranted.

This measure is to ensure streamlined processing including verification, proper record-keeping, and the timely execution of financial tasks.

All Deans, Heads/Coordinators of the Departments, Principal Investigators, officers, faculty members, and staff are requested to ensure strict adherence to this directive.

This order comes into effect immediately.


Professor Jyotsna Saha
Registrar (Additional Charge)
University of Gour Banga
Registrar (Additional Charge)
University of Gour Banga
MAHRA (UGB)

Copy forwarded for information to:

1. All Deans/ Heads/Coordinators of Academic Departments, UGB.
2. All Officers, UGB.
3. PA to Vice-Chancellor, for the kind information of the Hon'ble Vice-Chancellor.
4. In Charge, University Domain and Web Services, UGB, with a request to upload on website.
5. Office File.