

**JADAVPUR UNIVERSITY
KOLKATA – 700 032**

Ref. No. : R-PA/M-12/235/2020

Dated : July 16, 2020

CIRCULAR

It is notified for information of all concerned that all HoDs and Directors of Interdisciplinary Schools are requested to submit the Part-Time bill for Teacher, Non-Teaching Employees, attendance Report and Part time bill of Guest Faculties duly authenticated by the HoDs and Part time remuneration bill of Co-ordinators of the Evening Courses to the Finance Officer at an earliest, so that we can initiate the process of payment of the same.


16.07.2020
REGISTRAR

To

All HoDs, Director of Interdisciplinary Schools

Pro-VC (PKG)

FO

Registrar

SS / Personnel / SS / Pay

Records – 2 copies