

JADAVPUR UNIVERSITY
KOLKATA-700 032

Ref. No.: REC/N/278/ 2014
Date: 27th August 2014

IMPORTANT CIRCULAR

This is hereby informed to all concerned [Teachers, Staff, Officers, Students/Scholars/Pensioners and Vendors/Contractors/Service providers] that due to some unwanted attempted threats of false debits in our SBI main account all the payments out of University Main account in SBI, JU Branch has been temporarily kept on hold since 23rd August 2014.

There is a temporary problem in processing and we are trying to start the payment process under revised methods, under advice from Banker and general administration. It is decided to disburse payments only through transfer mode, without use of cheque leaves. A new account has been opened for the purpose, where all payments will be made 'only by transfer' through JU Branch only, starting today. Such changes are initially applicable to SBI main account, which will be implemented in phases to other accounts, including UBI Saltlake shortly.

A. On the existing JU account there is a mechanism to clear back log as follows:

As agreed the cheques issued & handed over to the payees will be processed by the direct debit to the account of payee, on production of original cheque (for SBI A/C holders – By transfer & for Non SBI A/C Holders – By NEFT / RTGS) for which for which all concerned are requested to send us complete data and the cheque(s) under question. For the cheques in hand we all agreed for issue of draft especially for vendors and transfer to the bank account of others, on receiving the same in writing.

B. On the new JU account there will be only transfer/direct payment as follows:

All the payments will be processed by the direct debit to the account of the payee, as per data available (i) SBI A/C holders–By transfer & (ii) Non SBI A/C Holders–By NEFT / RTGS). All Teachers, Staff, Officers, Guest Teachers, Examiners, Students, Scholars, Pensioners and Others are requested to note the changes and submit bank account of SBI only, for compulsory transfer of all payments with immediate effect.

Specially the Teachers/staff drawing salary and Pensioners drawing pension by cheque will not be paid henceforth by cheque; hence I request all concerned to help us in submitting the SBI Bank account details for smooth processing and timely payment. For getting re-imburement of any nature, advance and other academic nature of payments directly to the bank account can be certified by the University as non-taxable.

I am directed to request all concerned to bear with us and please help us with the following information to make direct payment to the bank account of respective Payees, at the earliest:

- (i) SBI account: Provide only account number;
- (ii) Non-SBI Account: Provide Bank account number, name of Bank with Branch, IFSC/NEFT Code.

Please treat the matter as urgent and submit the relevant data and documents to the office of the undersigned immediately. Inconvenience caused is regretted.


FINANCE OFFICER

To,
All departments/Units [Incl. Saltlake campus]
All concerned.