

## কৃষ্ণকান্ত সন্দিকৈ বাজ্যিক মুক্ত বিশ্ববিদ্যালয়

## Krishna Kanta Handiqui State Open University

Shri R.B. Mahanta Registrar Hend Office: Patgaon, Rani, Guwahati - 781017, Assam, India

City Office: Housefed Complex, Last Gate, Dispur, Guwahati - 781006, Assam, India

Ref. No. KKHSOU/Study Centre Matter/31/12/35 /7-095

Date: 11-10-2015

To,

The Centre-in-Charge/Co-ordinator

KKHSOU Study Centre

BP chalipa College,

Sub: Instructions to all Study Centres

## Sir/Madam,

In continuation of the earlier letters regarding financial transaction on the part of the study centres, the following instructions may kindly be followed -

- 1. All the study centres will maintain a separate Bank A/c in the name of the centre and the same must be operated jointly by the Centre-in-Charge and the Co-ordinator.
- 2. All the study centres will maintain proper account of the centre and submit the audited satement of expenditure at the end of every financial year latest by 30th June with the endorsement of the Management Committee of concerned Study Centre in the specified format, enclosed as Annexure I & Annexure II.
- 3. If any Study Centre fails to submit the audited statement of expenditure in the prescribed format consecutively for 3 (three) years, the remittance may be suspended till the receipt of the same.
- 4. For better management and swift dispatch, the study centres should submit the Statement of Admission and Requisition of SLM in the Excel Sheet both in hard copy (print form) and soft copy (C.D.).

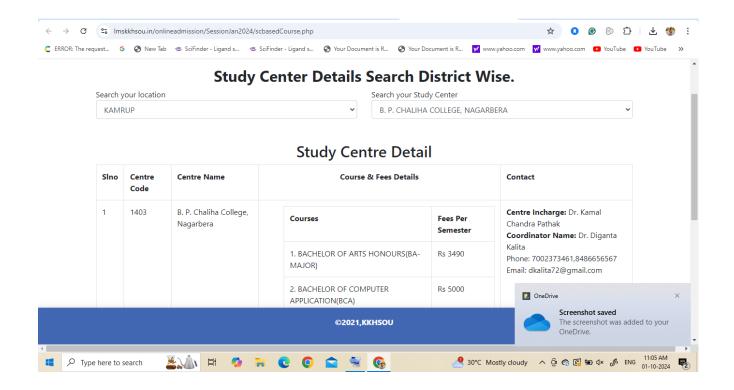
Yours sincerely

Registrar

Enclo: As above.

## Copy to:

- 1. Finance Officer, KKHSOU.
- Secretary to Vice-Chancellor.



https://lmskkhsou.in/onlineadmission/SessionJan2024/scbasedCourse.php