

Jadavpur University,
Kolkata - 700032

Ref. No. REC/N/418/19

Date: 22.10.19

CIRCULAR

Sub: Introduction of SMS/Mail intimation before payment

All of you are aware that two new systems has already been started by the Finance Department w.e.f. 24th September 2019. We are sending SMS/E-mail during payment against Voucher/ Bill and also generating payment sheet in Cash Section through software. In order to run this two system smoothly we need complete data base against each individual beneficiary as per sheet attached herewith (**Beneficiary details registration format**). A circular regarding this matter has already been communicated to all sections earlier vide this office Memo. No.: PA/FO/267/2019 dated 25.09.2019.

We require e-mail id and mobile number of all payees, including Guest Teachers/ External Experts/ Resource Persons/ Students/ Contractors/ Suppliers/ Service Providers for such a smooth communication before payment.

But due to some misconception the initiated process yet to be completed smoothly. So all concerned are once again requested to provide data as per **Beneficiary details registration format** for all new payees (a copy is enclosed), so that the process initiated may run smoothly.

Active cooperation for all is solicited.


FINANCE OFFICER

Encl. As above

To,
SS Pay Section
JS R. B. Cell
SS A/c-I
SS A/c-II
SS Research Sec
SS UGC Cell
SS CM Cell
SS Scholarship Sec

To follow the
instruction.

To:
ALL Departments/ Schools/ Centres/ Sections/ Units
(Including Salt Lake Campus)