



**PARIMAL MITRA SMRITI MAHAVIDYALAYA
POST-MAL, DIST-JALPAIGURI**



No. 71/Notice/PMSM/2024

Date : 30th March, 2024

Notice

It is informed to all concerned that the DPI, Govt. of West Bengal has sent name of the auditor for the audit of accounts of the Parimal Mitra Smriti Mahavidyalaya. The audit will take place in the **second week of May, 2024**. As per the checklist of the document (No. 15) as mentioned in the letter of the DPI, the "closing stock of each Department and Library" are necessary.

Therefore, Heads of all the departments, In-Charge of Games and Sports Sub-committee and Librarian are requested to update their departmental stock as on 31st March of every year and complete it signing by one HOD of other department and Principal latest by 30.04.2024. Librarian is also requested to co-operate the accountant providing required financial data of the Library.

Please treat the task as most urgent.

[Handwritten signature]
30/03/2024

Principal

**Parimal Mitra Smriti Mahavidyalaya
Post-Mal, Dist-Jalpaiguri**

Principal

**P.M.S. Mahavidyalaya
P.O.- Mal, Dist. Jalpaiguri**