



Website : [www.vmbdn.in](http://www.vmbdn.in)

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**VIVEKANANDA MAHAVIDYALAYA, BURDWAN**  
(GOVT. SPONSORED) □ ESTD-1964

P.O- Sripally ★ Dist- Burdwan ★ Pin-713103 ★ W.B

NAAC Re-Accredited (B+) with PG in Chemistry

No...../V.M.

Date : .....

From : *The Principal & Secretary*

To  
The Director  
National Assessment and Accreditation Council (NAAC)  
Nagarbhavi, Bangalore - 560072, Karnataka, India

**Sub: Request to Consider Receipts and Payments Account for All Expenses Incurred**  
Sir,

As per your query in Metrics 4.4.1, I would like to inform your good office that the Expenditure Statement for each and every session starting from 2018-2019 has been prepared according to the Receipt and Payment Account of the college as all expenditures incurred by the college are mentioned in the same account, whereas all recurring expenses are included in Income and Expenditure Account.

Thus, the statement has been prepared on the basis of Receipts and Payments Account that has been authenticated by Auditor.

Please do the needful and obliged.

Thanking you,

Sincerely yours,

(Dr. Animesh Debnath)

Principal-in-Charge

**Principal-In-Charge**  
**Vivekananda Mahavidyalaya**  
**Burdwan**

