



GOVERNMENT OF WEST BENGAL  
OFFICE OF THE

MIDNAPORE HOMOEOPATHIC MEDICAL COLLEGE & HOSPITAL  
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Memo no. MHMC&H/59/2026-27

Date: 02/06/2026

**NOTICE**

**Subject: Audit of Students' Union Fund for the Financial Year 2025-2026**

This is for information of all concerned that as per provisions of the Students' Union Constitution and Govt. of West Bengal, Dept. of Health & Family Welfare norms, the annual audit of the Students' Union accounts of this college will be conducted on 11:00 AM dated 05/6/2026.

All office bearers of the Students' Union, [Midnapore Homoeopathic Medical College & Hospital], for the session 2025-2026 are hereby directed to submit the following documents/records to the undersigned for the purpose of internal audit:

1. **Cash Book** of Students' Union Fund updated up to 31.03.2026 with bank reconciliation statement
2. **Ledger & Vouchers** of all income & expenditure with supporting bills, duly signed by Treasurer & General Secretary
3. **Bank Pass Book / Statement** of Students' Union A/C from 01.04.2025 to 31.03.2026
4. **Stock Register** of items purchased from Union Fund, if any
5. **Minutes Book** containing resolutions for expenditure approval
6. **Receipt Books** - used & unused counterfoils
7. **List of assets** purchased during the year

**Schedule for submission & audit:**

**Date of submission:** On or before 05/6/2026 by 11:00 AM

**Venue:** Office room of DDO, Midnapore HMC&H.

**Audit Committee:** 1. Prof. (Dr.) Monowar Hossain (Principal-In-Charge); 2. Dr. Tanmoy Saha (DDO); 3. Dr. Sourindranath Paik; 4. Dr. Mrinmoy Naskar; 5. Accountant of Midnapore HMC&H

**Important instructions:** 1. No expenditure without prior resolution of the Union Executive Committee will be admitted. 2. All vouchers must bear the signature of the General Secretary, Treasurer, and countersignature of the Teacher-in-Charge, Students' Union. 3. Non-submission of records within the stipulated date will be treated as financial irregularity and reported to the Dept. of AYUSH, Govt. of WB. 4. The audit report will be placed before the Governing Body and displayed on the Notice Board.

All concerned are requested to cooperate for timely completion of audit.

Date: 02.06.2026

*Monowar Hossain*  
02.06.26

Prof. (Dr.) Monowar Hossain  
Principal in-Charge

Midnapore Homoeopathic Medical College & Hospital

Principal-in-Charge

Midnapore Homoeopathic Medical  
College & Hospital

(Govt. of West Bengal)

**Copy forwarded for information & necessary action to:**

1. The General Secretary, Students' Union, [Midnapore Homoeopathic Medical College & Hospital]
2. The Treasurer, Students' Union, [Midnapore Homoeopathic Medical College & Hospital]
3. The Accounts Officer / Head Clerk
4. College Notice Board & Website
5. Office Copy