VIDYASAGAR UNIVERSITY
P.O. : Vidyasagar University, Midnapore - 721 102, Dist.: Paschim Medinipur,
West Bengal, India.

Ref. No. : VU/ FO/Noti./ 158/2026

Date: 05/11/2026

NOTIFICATION

As directed by the competent authority, this is for information of all concerned that the circular as enclosed issued from the Office of the Chief Secretary, Government of West Bengal vide Ref. Memo No.2535-F(Y) , Dated : 13th July, 2026 for "Guidelines regarding timely initiation of tenders for engagement of agencies and prevention of contract extensions" speaks for itself.

All concerned are being informed for implementation accordingly.

This is issued with the approval of the competent authority.

Sd/-

**Finance Officer**

**Copy to:**

1. **Dean, Faculty of Sciences.**
2. **Dean, Faculty of Arts & Commerce.**
3. **All Academic & Administrative Heads.**
4. **Audit Officer**
5. **Accounts Officer**
6. **The Sr. Information Scientist to upload in the University Website for wide circulation.**
7. **The Secretary to Hon'ble Vice-Chancellor for his kind information.**

Finance Officer
05/11/26

Vidyasagar University

VIDYASAGAR UNIVERSITY Midnapore

Finance Officer
VIDYASAGAR UNIVERSITY
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# Office of the Chief Secretary
## Government of West Bengal

Memo No.2535-F(Y) Dated : 13th July, 2026

## CIRCULAR

**Sub : Guidelines regarding timely initiation of tenders for engagement of agencies and prevention of contract extensions.**

It has been observed that Government Departments and Offices under their administrative control repeatedly seek approvals from the Finance Department for extensions of contracts with agencies engaged by them for various purposes. Some authorities have even been approving these extensions without prior consultation with the Finance Department.

Such practices constitute a violation of established financial discipline and compromise the integrity of the competitive bidding process.

To ensure fairness and transparency in the selection process, the Governor is pleased to direct the following :

1. Procuring authorities must initiate the process of floating fresh tenders for selection of agencies no later than 3(three) months prior to the expiry of the existing contract. Head of the Departments will hold monthly review of all existing contracts. List of contracts will be shared with the Finance Department.
2. Proposals for extension or renewal of existing contracts will not be entertained under any circumstances and cannot be fait accompli due to lack of timely due diligence.
3. Any unauthorized extension of contracts or delay in initiating fresh tenders will be viewed as a serious breach of financial discipline and be dealt with accordingly.
4. This directive shall also be applicable for the Local Bodes, State Public Sector Undertakings (PSUs), Statutory Bodies and other parastatals.
5. Heads of Departments/ Subordinate Offices shall be personally responsible for ensuring strict compliance with these directives within their jurisdictions.

This is issued in public interest with immediate effect and shall remain in force until further orders.

13/7/26.

(Manoj Kumar Agarwal)
Chief Secretary to the

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