

All concerned Departments/Faculties/Hostels/Centres

Respected Sir(s)/Madam,

It has been observed by the Parliamentary Committee of the Rajya Sabha that every year there is a delay in laying of Annual Reports and Audited Accounts of the University before both the Houses of the Parliament and in respect of that the Parliamentary Committee along with representatives of Ministry of Education are visiting the University to know the exact causes of the delay.

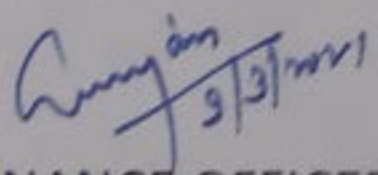
After detailed discussions, it has come to the knowledge of the Finance Officer that the accounts, outstanding bills etc. are not being timely submitted to the Finance offices for compilation and preparation of the accounts. The Finance Officer is committed to prepare the Annual Accounts well-in-time for the Financial Year 2020-21 and very serious on this matter.

It is requested to all concerned to submit all the pending bills for payment on/or before 15th March 2021 positively (duly verified, authenticated, supported by the relevant papers i.e. purchase order, purchase committee report, tender document etc.) as already been communicated earlier.

After 15th March, the payment will be released only in next financial year. For timely preparation of the Accounts of the University except urgent/essential payment, no payment will be released from 12th April to 25th April.

All concerned are also requested to close their accounts by 10th April 2021 positively with Bank Reconciliation and advance adjustments etc. and submit the same to the Finance Department for incorporation in the Annual Accounts of the University. In case of any queries, Joint Finance Officer may please be contacted.

This may be treated as most urgent.


FINANCE OFFICER