

UNIVERSITY OF JAMMU

CIRCULAR

Inspite of repeated Circulars issued from time to time for processing of purchase proposals indicating the Funds position, some of the Departments are not adhering to the said instructions, which has been viewed seriously by the Authorities.

It is once again impressed upon all the Departments to process the purchase proposals alongwith the following proforma, already circulated vide this office No. Fin./2017-18/1113-1193 dated: 15-05-2017:-

Budget Head	Total Allocation	Total Release	Expenditure Booked	Up-to-date Balance Amount

It may kindly be noted that no such proposal will be accepted without the requisite information.

No.Fin./2018-19 / 6541-47

Dated: 19/12/2018

Copy to:-

1. Spl. Secy. to the Vice-Chancellor.
2. P.S to Dean Academic Affairs.
3. Sr. P.A. to Registrar.
4. Sr. P.A. to Controller of Examinations / Director, Colleges Dev. Council.
5. Sr. P.A. to Joint Registrar (Finance).
6. Content Manager, University Website for uploading the same in the University Website under the link 'Finance Wing'.
7. G. file.

Sumitasharma
Assistant Registrar (B&F) 19/12/18
19/12/18
Jm
19/12/18