

UNIVERSITY OF JAMMU

Circular


To avoid abnormal rush in the Budget & Finance during the closure of financial year 2019-20, it is hereby circulated among all the Rectors/ Directors/ HODs/ Branch Officers that:-

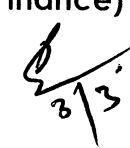
1. All the proposals in respect of the allocated budgetary provisions be sent to the Budget & Finance section by **10th March, 2020** henceforth for obtaining necessary sanctions.
2. The Accounts for the expenditure incurred for organizing various functions upto **15th March, 2020** be submitted by **20th of March, 2020** positively. The bills pertaining to functions to be organized during 2nd fortnight of March, 2020 shall be entertained on merit of each case, and the bills for the same be submitted by **25th of March, 2020**.
3. The purchase proposals out of the budgetary provisions shall not be entertained without furnishing the status report of the allocations.

The proposals submitted not in accordance with the schedule and S.O.P shall not be entertained for booking of expenditure.

No. Fin./2019-20/ 8818-25

Dated: 03/03/2020


Joint Registrar (Finance)
3/3/20


3/3

Copy to:-

1. Spl. Secy. to the Vice-Chancellor.
2. P.S to Dean, Academic Affairs.
3. P.S. to Dean, Research Studies.
4. Sr. P.A. to Registrar.
5. Sr. P.A. to Controller of Examinations /Director, Colleges Dev. Council.
6. Sr. P.A. to Joint Registrar (Finance).
7. Content Manager, University Website **with the request that this circular be uploaded in the University Website under the Link 'Finance Wing'**.
8. Guard File.