

# UNIVERSITY OF JAMMU

## Circular

To avoid abnormal rush in the Finance Section during the closure of financial year 2021-22, 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 Finance section by **28<sup>th</sup> Feb. 2022** henceforth for obtaining necessary sanctions.
2. The fresh proposals for accord of sanction for the purchases after following all the codal formalities may be processed immediately to enable this office to issue timely sanctions.
3. The Accounts for the expenditure incurred for the additional budgetary provisions to be allocated, if any, be processed immediately the proposals of which shall be accepted upto **10<sup>th</sup> of March 2022**.
4. All 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 mentioned above, shall not be entertained for booking of expenditure.

No. Fin./2021-22/ 4761-4840  
Dated: 31/01/2022

Deputy Registrar (Finance)

31/1/22  
31/01/22

### 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. All Rectors / Directors / HODs / Branch Officers.
7. Sr. P.A. to Joint Registrar (Finance), (Examinations).
8. Content Manager, University Website **with the request that this circular be uploaded in the University Website under the Link 'Finance Wing'**.
9. Guard File.