

UNIVERSITY OF JAMMU

CIRCULAR

To avoid abnormal rush in the Budget & Finance during the closure of financial year 2018-19, 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 28th Feb. 2019 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 organizing various functions upto 15th March, 2019 be submitted by 20th of March, 2019 positively. The bills pertaining to functions to be organized during 2nd fortnight of March, 2019 shall be entertained on merit of each case, and the bills for the same be submitted by 25th of March, 2019.
4. All the purchase proposals out of the budgetary provisions shall not be entertained without furnishing the status report of the allocations.
5. All the Departments shall follow the instructions contained in this office order bearing No. Fin./2018-19/7209-69 dated: 08-01-2019 in respect of GFR-2017.

The proposals submitted not in accordance with the schedule mentioned above, shall not be entertained for booking of expenditure.

No. Fin./2018-19/ 8309 - 16

Dated: 12/02/2019

Joint Registrar (Finance)
12/2/19
abuoca
12/2/19

12/2/19

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), (Examinations).
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.