



Dr. K. Prabhavathi
Director, State Audit (Retd) &
Finance Officer

KAKATIYA UNIVERSITY
WARANGAL - 506 009

Dated August 9, 2019

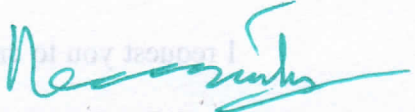
CIRCULAR

Sub:- Finance Wing – Disbursement of Salaries, Pensions and Vendor payments directly into the individual bank accounts through online – Submission of format – Reg.

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All the Drawing & Disbursing Officers, Controlling Officers, etc. of the Kakatiya University, Warangal are hereby informed that as part of the Digitization, the University has dispensed with issuing of cheques from August 2019 onwards and has begun disbursing the Salaries, Pensions and other Vendor payments directly into the individual bank accounts through online via SBI Cash Management Product CMP.

Hence, all the Drawing & Disbursing Officers, Controlling Officers, etc. of the Kakatiya University, Warangal are hereby informed to make a note of it and furnish the information in prescribed format (overleaf) along with all types of bills, so as to enable the undersigned to credit the amount directly into the individual bank accounts of the concerned.


FINANCE OFFICER

Copy to:

1. The Audit officer (Pre-Audit), KU.
2. The Secretary to Vice-Chancellor, KU.
3. The PA to the Registrar, KU.

FURNISHING OF BANK PARTICULARS

1.	Name	
2.	Designation	
3.	Department / College / Office	
4.	Purpose	
5.	Amount to be credited	
6.	Bank Name	
7.	Account Number	
8.	IFSC Code	
9.	Branch	
10.	Bank Address	
11.	Email Id	
12.	Mobile Number	

DECLARATION

I request you to credit the amount in the aforesaid account number and I hereby declare that the particulars mentioned above are true and correct. Also, I hereby declare that in case of wrong/mistake, I will be responsible.

Signature

Date :

Place :

Note: Enclose photo copy of Bank Passbook / Cancelled cheque