



OFFICE OF THE REGISTRAR
KAKATIYA UNIVERSITY, WARANGAL

From
The Registrar
Kakatiya University
Warangal.

To
All the Drawing & Disbursing Officers
Kakatiya University,
Warangal.

Memo No. 444/C1/KU/2021/CB dated 22/03/2024

Sub- Finance Wing - Closing of Cash Book, Receipts & Charges and Reconciliation statements of financial year 2023-2024 by 15th April 2024 - Regarding

All the Drawing and Disbursing Officers under the administrative control of Kakatiya University are instructed to ensure that the following, about Financial Year 2023-2024, are attended without fail by 15th April 2024 :

- i) Complete the Cash Books of all accounts,
- ii) Prepare Receipts & Charges of all accounts,
- iii) Reconcile the figures of the Cash Book with those of Bank Scroll of all accounts and prepare Reconciliation statement.

Also, submit the Receipts & Charges and Reconciliation Statements of all accounts of your Office/College pertaining to financial year 2023-2024 to the Finance Officer, KU, on or before 15th April 2024 without fail for filing Income Tax Returns by the University as per the schedule.

Treat this as **TOP PRIORITY**.

J. M. Reddy
22/3/24
REGISTRAR

Copy to

1. The Finance Officer (FAC), KU
2. The Audit Officer (Pre-Audit), KU
3. The Secretary to Vice-Chancellor, KU
4. The PA to Registrar, KU