



**K. Prabhavathi**  
Finance Officer

**OFFICE OF THE FINANCE OFFICER**  
**KAKATIYA UNIVERSITY**  
**WARANGAL – 506 009**

Dated April 3, 2018

To

The Principal, University College  
All the Principals' of University Constituent Colleges  
The Controller of Examinations, Examination Branch  
The Coordinating Officer, UGC Unit  
The Development Officer, Buildings Division  
The Director, School of Distance Learning and Continuing Education  
The Director, Directorate of Admissions  
The Secretary, University Sports Board & I/c Director of Physical Education  
The Incharge, Programme Coordinator, NSS  
Kakatiya University, Warangal

Sub:- Finance Wing – Completion of financial year on 31/3/2018 - Closing of Cash books and sending the balances details, etc. – Reg.

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**Sir/Madam,**

I am to inform you that I assumed charge as Finance Officer (KU) on 31<sup>st</sup> instant of March 2018 AN ~~(KU)~~ Vide KU orders No.264/A2/KU/2018/FO-04 dated 31/3/2018. I look forward for your co-operation in discharging my duties as Finance Officer in the best interest of the institution.

Since, the financial year has already completed on 31/3/2018, it is time to close the cash books after settling all the advances drawn during the financial year 2017-2018 and keep ready for auditing by the District State Audit office, duly arriving at Opening Balances of the respective accounts as on 1/4/2018 but no information has been received from you so far.

Therefore, I earnestly request you kindly to furnish the below information urgently:

- i) Closure of cash books and balances as on 31/3/2018 of all accounts including account numbers
- ii) Pending Advances as on 31/3/2018
- iii) Investment made against Fixed Deposits and interest accrued there on the principal amount as on 31/3/2018 and whether the same is credited or not and
- iv) Balance with the bank as on 31/3/2018

Soliciting an early and favourable reply.

Thanking you,

Yours faithfully,

  
(FINANCE OFFICER) 31/4/18

Copy to:

1. The Secretary to Vice-Chancellor, KU.
2. The PA to Registrar, KU.