



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

KAKATIYA UNIVERSITY
WARANGAL - 506 009

No. 444 /C1/KU/2018

Dated November 2, 2018

CIRCULAR

Sub:- Accounts and Audit – Submission of Pay Bills by 25th of every month without fail –
Non-compliance of instructions – Reg.

Ref:- This Office circular dated 4/5/2018.

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In continuation to this office circular cited under reference, the attention of the Drawing and Disbursing Officers mentioned in the address entry is invited once again wherein they were requested to submit pay bills of their units by 25th of every month, but the instructions issued are not adhered to and bills are being preferred as and when they want. Consequently, the official programme in Accounts & Audit is hampered and the employees' attendance particulars are unknown and the bills if admitted may go erroneous.

Therefore, the Drawing and Disbursing Officers are once again requested to prefer bills by 25th of every month positively, failing the bills received later shall be treated as Supplementary Bills and shall be honoured during 1st week of ensuing month.

All the Drawing and Disbursing Officers for compliance.

To


FINANCE OFFICER 21/11/18

All the Drawing and Disbursing Officers

Copy to:

1. The Audit Officer (Pre-Audit), KU.
2. The Assistant Registrar (Teaching & Non-Teaching), KU.
3. The Secretary to Vice-Chancellor, KU for favour of information.
4. The PA to Registrar, KU for favour of information.