



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

KAKATIYA UNIVERSITY
WARANGAL - 506 009

No.59 /C2/KU/2019-2020

Dated May 10, 2019

CIRCULAR

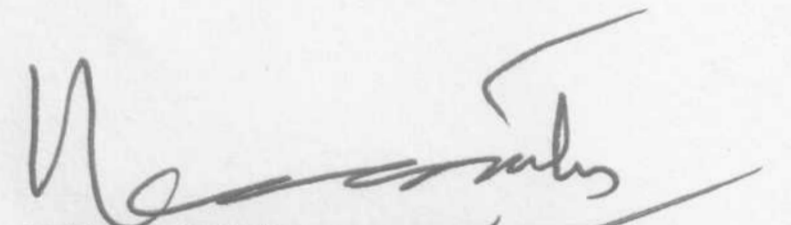
Sub:- Accounts and Audit – Submission of Last Pay Certificates and Services Registers of Regular Non-Teaching Staff – Reg.

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At present all the pay bills of Regular Teaching Staff (except Khammam and Kothagudem) are generated in the Accounts Branch whereas the pay bills of Regular Non-Teaching Staff are generated at the respective colleges / colleges itself and are being sent to Pre-Audit Branch for admission and for onward transmission to the Accounts Branch for making payment of salaries. Of late, the Finance Department, State Council, DTO Warangal, etc. are frequently asking the University to furnish the pay particulars of all the regular teaching and non-teaching staff of the University for releasing the salaries. Since, the pay bills of non-teaching staff are generated at various colleges / offices it is getting difficult and cumbersome to consolidate and submit the same to various government agencies, after being received from various colleges / offices of the University. As such, it has been contemplated to centralize the pay bills.

Hence, all the Drawing and Disbursing Officers of the University (except DDOs of Khammam and Kothagudem Districts) are hereby informed to submit the Last Pay Certificates, and Service Registers along with a copy of the April month pay bill of all Regular Non-Teaching Staff having at your end, may be sent to the Deputy Registrar, Accounts Branch, Kakatiya University, Warangal on or before 15/5/2019, so as to enable to generate the May month pay bills at Accounts Branch only.

All the Drawing and Disbursing Officers for compliance.


FINANCE OFFICER

To
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.