

Prof. T. Srinivasa Rao  
Registrar



**OFFICE OF THE REGISTRAR  
KAKATIYAUNIVERSITY  
WARANGAL - 506 009**

February 23, 2023

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

Sub:- Finance Wing – Submission of Accounts of 2021-2022 to the Chartered Accountant for Auditing and filing of Income Tax Returns – Meeting on 24/02/2023 at 11.00 am without fail – Reg.

Ref:- 1. Circular dated August 16, 2021.  
2. Email dated 27/07/2022 from Ramshetty Manu & Co., Chartered Accountants and Auditor of the University.  
3. Circular dated August 16, 2022

\* \* \*

In continuation of this office circulars 1<sup>st</sup> and 2<sup>nd</sup> cited, I am desired by the Hon'ble Vice-Chancellor to request all those mentioned in the address entry to attend a meeting on 24/02/2023, 11.00 am at Committee Hall accompanied by the Assistant Registrar/Superintendent, without fail.

The Agenda for the meeting is submission of Cash Books, Bank Scrolls, Receipts & Payments, Ledgers, etc. for the financial year 2021-2022 to the auditor of the University (M/s. Ramshetty Manu & Co.) by 28/02/2023 (Tuesday) for auditing and filing IT returns on time.

**Failure to attend the said meeting will be viewed seriously and necessary action will be initiated as per rules.**

Thanking you,

Yours faithfully,

  
REGISTRAR

**Copy to:**

1. The Finance Officer,(FAC), KU.
2. The Deputy / Assistant Registrar (Accounts / Audit), KU.
3. The Secretary to Vice-Chancellor