



**OFFICE OF THE REGISTRAR
KAKATIYA UNIVERSITY, WARANGAL**

GENTLE REMINDER

From
The Registrar
Kakatiya University
Warangal.

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

Memo No. 391 /C1/KU/2021/Bills dated 17/02/2024

Sub:- Finance Wing – Claiming of the bills pertaining to financial year 2023-2024 by the second week of March 2024 – Regarding.

Ref:- Memo No. 362 /C1/KU/2021/Bills dated 16/01/2024

* * *

All the Drawing and Disbursing Officers are hereby instructed to claim the bills pertaining to financial year 2023-2024 (except pay & allowances and wages) of their respective College/ Department/Office, etc. by the second week of March 2024 itself, strictly restricting the expenditure to 70% of the allocated budget. The bills received later will be returned to them for claiming during the next financial year 2024-2025 and no correspondence, whatsoever, in this regard shall be entertained.

Hence, all the Drawing and Disbursing Officers of the University are required to act accordingly.


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.