

**Prof. P. Malla Reddy**  
Registrar



**OFFICE OF THE REGISTRAR**  
**KAKATIYA UNIVERSITY**  
**WARANGAL - 506 009**

January 16, 2025

**From**  
The Registrar  
Kakatiya University  
Warangal.

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

Memo No. 4/8 /C1/KU/2025/Bills dated 16/01/2025

Sub:- Finance Wing – Claiming of the bills pertaining to financial year 2024-2025 by the second week of March 2025 – Regarding.

\* \* \*

All the Drawing and Disbursing Officers of the University are hereby instructed to claim the bills pertaining to financial year 2024-2025 (except pay & allowances and wages) of their respective College/ Department/Office, etc. by the second week of March 2025 itself, strictly restricting the expenditure to 70% of the allocated budget. The bills received after the due date will be returned to them for claiming during the next financial year 2025-2026 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.

