

Prof. V. Ramchandram  
Registrar



OFFICE OF THE REGISTRAR  
KAKATIYA UNIVERSITY  
WARANGAL - 506 009

February 19, 2025

**GENTLE REMINDER**

From  
The Registrar  
Kakatiya University  
Warangal.

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

Memo No. 497/C1/KU/2025/Bills dated 19/02/2025

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

Ref:- Memo No. 418/C1/KU/2025/Bills dated 16/01/2025

\* \* \*

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.