



From
The Registrar
Kakatiya University
Warangal.

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

Memo No 45/C1/KU/2025/CB dated 29/04/2025

Sub:- Finance Wing – Closing of Cash Book, Preparation of Receipts & Charges and Reconciliation statements of financial year 2024-2025 by 3rd May 2025 – Regarding.

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All the Drawing and Disbursing Officers under the administrative control of Kakatiya University are instructed to ensure that the following, in respect of Financial Year 2024-2025, are attended without fail by 3rd May 2025 :

- i) Complete the Cash Books of all accounts;
- ii) Prepare Receipts & Charges of all accounts;
- iii) Reconcile the figures of the Cash Book with those of Bank Scroll of all accounts and prepare Reconciliation statement.

Submit the Receipts & Charges, Reconciliation Statements, etc. (in the attached prescribed formats) and bank scrolls (first page, i.e. 1st April 2024 and last page, i.e. 31st March 2025 Hard copy and from 1/4/2024 to 31/3/2025 soft copy in excel format) of all accounts of your Office/College pertaining to financial year 2024-2025 to the Finance Officer, KU, on or before 3rd May 2025 without fail for filing Income Tax Returns by the University as per the schedule. A soft copy shall be emailed to finance_officer@kakatiya.ac.in along with the hard copy.

Treat this as **TOP PRIORITY**.


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.

RECONCILIATION STATEMENT FOR THE YEAR 2024-2025 (ANNEXURE A)

Account Name:

[illegible]

Scholarship particulars (ANNEXURE C)

Sl No	Bill No	Date	Amount	Particulars	Firm Name	PAN Number	GST Number

Scholarship particulars (ANNEXURE C)

[illegible]

RECEIPTS AND CHARGES (Consolidated)

[illegible]

Total	
OB as per bank	
Total	

Total	
CB	
Total	