



# UNIVERSITY OF KASHMIR, SRINAGAR

NAAC Accredited Grade-'A+'  
<http://www.kashmiruniversity.net>

C I R C U L A R

All the Deans of the Faculties / Directors / Heads of all Departments / Centers / Institutions / Units / South, North & Zakura Campus / Officers are requested to direct the concerned officials to ensure the preferring verified expenditure Bills / Claims to Accounts Section for release of payment by or before **20<sup>th</sup> of March 2021 positively** as the **Financial Year 2020-21 is near to end**. After expiry of stipulated date no Claim(s) shall be entertained. For speedy disposal of the business, following points need, to be observed:-

- Bill must be signed by the Head of the Department/Director/Officer concerned with designation seal;
- Budget Head to which the amount is to be debited may be intimated in relevant column of WDC bill format with available balance;
- All certificates recorded on the back side of the WDC bill need to be filled up;
- WDC bills needs to be signed by the members of the Departmental Purchase Committee where ever prescribed;
- Proper stock entry from the Department/Centre/Office as well as Estates Section needs to be recorded on the vouchers wherever necessary;
- Bill/Voucher must be pre-receipted affixing proper revenue stamp worth Rs.2/-
- Copy of supply order placed to the supplier/Dealer needs to be attached with the claim for reference and check by the Accounts Section;
- Voucher/bill be always in GST bill format;
- Copy of an expenditure approval of the Competent Authority needs to be attached with claim, as per the prescribed financial competence;
- Mode of payment, made to any supplier/dealer out of departmental funds needs to be mentioned;
- No expenditure should exceed to the approved budget allocation/s.
- A check list copy already circulated should be appended with each claim duly filled in and signed by concerned officer.
- Technical verification report wherever necessary.
- Approved rate list copy should be annexed with the claims duly highlighted the purchased items.

No :F(Circular-Actts)KU/21  
Dated : 02-03-2021

  
Assistant Registrar  
(Accounts)