



Dr. K. Prabhavathi
*Director, State Audit (Retd) &
Finance Officer*

**OFFICE OF THE FINANCE OFFICER
KAKATIYA UNIVERSITY
WARANGAL – 506 009**

Dated May 4, 2018

CIRCULAR

Sub:- Finance Wing, Kakatiya University – Submission of Pay bill by 25th of Every month without fail – Reg.

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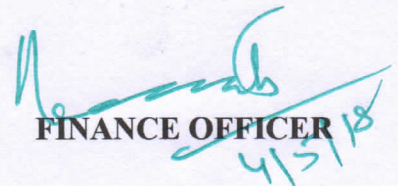
I would like to draw the kind attention of all the Drawing and Disbursing officers regarding submission of pay bills to the Finance wing for crediting the salaries into the respective bank accounts of the staff members through the bank. Of late, it has been observed that few of the Drawing and Disbursing Officers are submitting the pay bills of the staff members during the 1st week of the month or so only, resulting in delay of processing the bills.

Henceforth, all the Drawing and Disbursing officers are hereby requested to ensure that the pay bills – complete in all respects – of the staff members and their self be submitted to the Finance Wing on or before 25th of every month, so as to enable us to process the pay bills and also to make payment accordingly.

It is also informed that the pay bills received after the 25th of the month will be treated as supplementary bills and will be processed accordingly.

This may please be treated as IMPORTANT.

To
All the Drawing and Disbursing Officers


FINANCE OFFICER
4/5/18

Copy to:

1. The Audit Officer (Pre-Audit), KU.
2. The Assistant Registrar (Teaching & Gazetted / Non-Teaching), KU.
3. The Secretary to Vice-Chancellor, KU.
4. The PA to Registrar, KU.