



Ref: HNBGU/FO/2024/ 216

Date: 29/2/24

To,

All HoDs/Deans/Campus Directors.

Subject: -Submission of Bills for the F.Y 2023-24-reg.

Dear Sir/Madam,

With a view to avoid heavy rush of work in the Finance & Accounts Office during last days of the Financial Year and to avoid any technical error on the online payment portals it is requested to ensure that all the bills in hand are sent to Finance & Accounts office as per schedule given below:

S.No	Paticulars	Last date of submission to Accounts office
1	All the bills received in the departments up 10 th March, 2024	15 th March,2024
2	All the bills received in the departments after 10 th March,2024.	Efforts may be made to send the bills in Finance & Acconts office at the earliest, positively before 20 th March,2024.

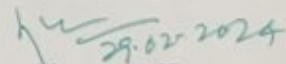
As the accounts for the financial year 2023-24 are to be closed on 31-03-2024, your cooperation for the same is requested. It is also requested that the bills may be sent to the Finance & Accounts Office complete in all respects so that unnecessary correspondence/delay may be avoided.

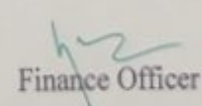
Please note that if the expenditure sanctioned for the F.Y 2023-24 is not utilized in the present financial year, it may not be possible to make such payments in the next financial year.

Thanking You,

Copy to:

6. PS to VC for information of Hon'ble Vice-chancellor.
7. PS to PVC for information of PVC.
8. Registrar.
9. System Manager to upload on the University website.
10. Guard File.


29.02.2024
Finance Officer


Finance Officer