



Ref: HNBGU/FO/2024/ F0/217

Date: 29/2/24

To,

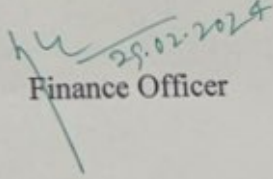
All Heads/Deans/Directors/Section Heads.

Dear Sir/Madam,

Subject: - Closing of Imprest Accounts/Advances.


Accounts for the F.Y 2023-24 are to be closed on 31<sup>st</sup> March 2024. To avoid audit observation, it is requested that all the imprest accounts/advances are to be closed/settled before the end of the F.Y 2023-24. For this purpose, balance cash in hand may be deposited in Account office on or before 22<sup>nd</sup> March, 2024. In case of failure to comply, it will not be possible for the accounts office to give any further advance/imprest in the name of the concerned official.

Thanking you,

  
29.02.2024  
Finance Officer

Copy to:

1. PS to VC for information of Hon'ble Vice-chancellor.
2. PS to PVC for information of PVC.
3. Registrar.
4. System Manager to upload on the University website.
5. Guard File.

  
Finance Officer