



गुजरात केन्द्रीय विश्वविद्यालय
CENTRAL UNIVERSITY OF GUJARAT

गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)
CENTRAL UNIVERSITY OF GUJARAT
(Established by an Act of Parliament of India, No 25 of 2009)

Prof. Sanjay K. Jha
Finance Officer (Offg.)

By email

F.No. 21-39/2019/Finance/353

Date:- 29.03.2019

To,
All Head of the Departments/Deans/Chairperson/In-charge/Other Officials,
Central University of Gujarat

Sub:- Submission of bills/P.O./S.O. for payment for the F.Y. 2018-19 to F & A Dept Reg.

Respected Madam/Sir,

In the process of closing the Annual Accounts for the F.Y. 2018-19, it is bring to your kind information that bills / Purchase Order/ Supply Order pertaining to your Department/ School/Centre for the F.Y. 2018-19 (upto 31.03.2019 with last P.O. number) may please be forwarded to F & A Department for payment **on or before 10th April 2019**. All Heads of the Departments/ Other Officials concerned are requested to ensure that the relevant bill duly signed/ attested by the authorized Officer concerned along with all relevant documents including Administrative approval by the Competent Authority etc., may be submitted to this department **latest by 05th April 2019** positively.

In addition, Committed Expenditure (if any) along with last P.O. number should be forwarded along with relevant documents, separately **latest by 10th April 2019**. It may also be noted that non receipt of the same the expenditure for the F.Y. 2018-19 will be booked and adjusted in the next financial year (2019-20) against the budget allocated to the concerned department.

For any clarifications in this regard Finance Officer may be contacted.

This may be accorded top priority.

Yours faithfully,


Finance Officer

Encl: As above

Copy to

1. Registrar
2. All Deans
3. AR -VC Secretariat
4. All Chairpersons/Coordinators of Centre
5. Office File