



**Finance & Accounts
University of Hyderabad**

5th August, 2021

C I R C U L A R

Sub: Closure of Projects Section of F&A for about 2 weeks to address all pending works.

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Kind attention of all the stakeholders at UoH is invited to the fact that the F&A has certain pending works in the Projects Section viz., Settlement of Advances, Accounting of LCs, Preparation of UCs, Classification/Consolidation of vouchers, etc. To address the above issues and expedite clearance of papers, files, requests, etc. in a more efficient way, the F&A want to devote its full time and focus on the above without any disturbance.

Towards this end, it has been decided to operate a special drive **from 16th August, 2021 to 27th August, 2021 (12 days)** during which time the Projects Section of F&A will not be able to attend to regular work viz., processing any bills / papers / proposals / requests related to the projects of individual faculty and IoC.


All the stakeholders of UoH are hence requested to

- (i) make a note of the above and
- (ii) submit VERY URGENT bills / papers / files (if any) before 11th August, 2021 in Projects Section of F&A to clear the same before 16th August, 2021.

It may please be noted that the above special drive is being initiated only to improve efficiency and put up a system in place that will help the F&A to serve the stakeholders in a more efficient way.

All the stakeholders at UoH are hereby requested to understand the importance of this special drive and extend cooperation.

(Authority: Vice-Chancellor's Orders dt. 5.8.2021)


Finance Officer i/c
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To

All the Schools / Departments / Centres / Sections – for circulation among faculty/staff

Copy to: 1) OSD to VC / PS to Registrar - for information.

- 2) Dy. Registrar/Asst. Registrar/Section Officer, Projects Section, F&A
- to update the Finance Officer with the plan of action for the special drive and circulate among their staff for compliance.