

Memorandum

Year end is approaching and we have to settle all expenditures incurred in Fiscal Year 2021-22 by the last week of March 2022. To ensure the project share is effectively executed and all expenditures can be settled on a timely basis, we would like to draw your attention and compliance with the cut off dates set out 15th March,2022. Your kind cooperation and support would help enhance the effectiveness and efficiency in the preparation process of 2021 -22 Year-end Closing. Principal Investigators for the individual projects and coordinators of the Departmental Schemes, Post Doctoral & Inspire fellows or payment of any other Central Agencies that uploading of payment vouchers in the PFMS portal for the financial year 2021-22 after 15th March,2021 will be difficult to accommodate due to system constraints.

In order to facilitate the payment/reimbursement process within this Fiscal Year 2021-22, please submit all Payment/Reimbursement Application Forms to the Finance Department as early as possible. All payment/reimbursement claims duly approved by University authority should be submitted to the Finance Department within 31st March,2022 for recognition of Income & Expenditure and accounted for.

Finance Officer