



University of Kashmir, Srinagar
OFFICE OF THE DEAN RESEARCH

Notice

It is notified for the information of all concerned Heads/Directors/Coordinators/Principal Investigators/ Research Scholars regarding Expenditure Reforms-streamlining of Expenditure in University are hereby required to follow the circular strictly issued by the Director Finance of even No. dated 16/12/2022 (copy enclosed).

The matter may be treated as most urgent.

Sd/-

Assistant Registrar
(Research Projects)

No:-F(Circular-Bills)Res/KU/22

Dated: -22-12-2022

Copy to:-

1. Heads/Directors/Coordinators/Principal Investigators/ Research Scholars for information and n/a.
2. S.S to Vice-Chancellors for the information of the Hon'ble Vice-Chancellor;
3. P.A to Registrar for information of the Registrar;
4. I/C Director IT & SS for information;
5. Master File;
6. File.



OFFICE OF THE DIRECTOR FINANCE

University of Kashmir, Srinagar

NAAC Accredited Grade "A+"

No: Cir/BUFMS/22-23

Dated: 16/12/2022

Sub: Expenditure Reforms-Streamlining of Expenditure in University of Kashmir

CIRCULAR

In order to streamline and regulate the expenditure in all Departments of University of Kashmir during March 2023, the guidelines issued earlier are hereby revised for the final and last time owing to incessant requests from various departments for bill processing and uploading on BFMS and shall be strictly adhered to:

- 1) The Last date for uploading bills on BFMS shall be 05/03/2023 to avoid huge rush expenditure in the last week. As the facility of BFMS for uploading of bills shall be withdrawn and kept in suspension w.e.f 06/03/2023 to 31/03/2023, the departments must also ensure the submission and receipt of these generated bills in Accounts Section on KUFTS by or before 05/03/2023. The link for adding bill in BFMS shall be activated. Any bill generated on BFMS but not received in Accounts Section on FTS by 06/03/2023 shall not be entertained.
- 2) The Assistant Registrar (Accounts) must ensure facilitating the Departments for ensuring due receipts of the bills on FTS at the same moment the bills are received in section. He/She must also ensure that the bills generated on BFMS and received on FTS by 05/03/2023 are passed for payment orders by or before 20/03/2023. The Assistant Registrar Accounts must ensure submission of bills to the higher quarter, if in order or be returned to the respective department, if not in order by 20/03/2023 ensuring the entry in KUFTS.
- 3) The Assistant Registrar (Balance Sheet) must ensure the bills received and forwarded by Assistant Registrar (Accounts) with pass orders are forwarded to Cash section after due entry and taxation adjustments by or before 23/03/2023.
- 4) The Assistant Registrar (Cash) must ensure that all the payments are made and completed by 27/03/2023 after taking due care of any Failed/Reverted/Suspense transactions.
- 5) Mr. Khalid, IT/SS, section shall coordinate any request/requirement and shall ensure fulfillment of the same as may be required by Assistant Registrar(Accounts)/Assistant Registrar (Cash)/Assistant Registrar (Balance Sheet) w.r.t. BFMS/bills in process or other issues.
- 6) No fresh proposal must be sent by the departments for seeking authorization for incurring any expenditure in respect of which submission of bills after fulfilling codal formalities may not be possible by 05/03/2023.



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- 7) All the purchase must be effected in consonance with rules of GFR-2017 with recent amendments of GFR through GeM/e-tendering while avoiding any deviation so as to ensure and facilitate timely release of payments, to avoid transition of bills for completion of codal formalities between Accounts Section and Departments.
- 8) As a matter of principle, all the Departments/Sections are advised to ensure reasonability of rates for all purchases made via any mode & to desist making purchases from single supplier. The Departments /Sections are further advised to make purchases strictly as per requirement only and not to merely expend the budget allotted.
- 9) All the Departments/Sections GeM users are advised and impressed upon to update the payment and transaction details on GeM dashboard for all purchases made on GeM until date which shall be reviewed and reported by Gem Cell, IT/SS to the defaulting departments for compliance by 29/03/2023.
- 10) The departments must ensure that all bills for the payments/liabilities upto current Financial Year are submitted before 15/03/2023 ensuring completion of codal formalities as the liabilities (spill over of bills) of current Financial Year or any other Financial Year shall not be allowed to be carried out in next financial year. This procedure has been strongly objected to and shall be strictly disallowed w.e.f. FY 2023-24 in University of Kashmir.
- 11) It is once again reiterated and impressed upon that all the departments must effect procurement through GeM in toto as the University of Kashmir has got the initial exposure to GeM during current Financial Year and shall be adopted with 100% procurement through GeM from Financial year 2023-24. The Departments/Sections are also requested to make efforts to onboard the suppliers on to GeM.


Director Finance

Copy to:

- 1) All Deans/HOD's/Directors/Sectional Heads/Coordinators of Departments/ Research Centers for information and n/a.
- 2) Special Secretary to Vice Chancellor for kind information of HVC
- 3) I/C Director IT &SS for information and necessary action.
- 4) Assistant Registrar (Cash/BS/Accounts) for information and necessary action.
- 5) P.A to Registrar for kind information of Registrar
- 6) Office records.