



झारखण्ड केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF JHARKHAND

(भारतीय संसद के अधिनियम 2009 द्वारा स्थापित)
(Established by an Act of Parliament of India in 2009)
Homepage: <http://www.cuj.ac.in>

No. CUJ/ Fin/Annual Accounts/2025-26/133

Date: 19.2.26

CIRCULAR

Sub.: Closure of Annual Accounts: 2025-26 – reg.

The year ending for the financial year 2025-26 is approaching shortly and the Annual Account of the CUJ is required to be finalized as of 31st March, 2026. The Annual Accounts of CUJ are required to be approved by the Finance Committee and Executive Council before submission for Statutory Audit to PDA(Central), Lucknow Branch - Ranchi. It is, therefore, necessary that Accounts of CUJ shall be ready by 30th April, 2026. This will be possible only with the co-operation of all the Departments/Sections and submit their bills/invoices/claims/ documents in time. To facilitate for timely compilation of Annual Accounts and to conduct Statutory Audit in time, the following points/steps may be noted and followed:

- 1) It may please be noted that under PFMS, especially with Reserve Bank of India (RBI) under Treasury Single Account (TSA), no booking of payables/commitments are possible and all the payments shall be processed & released on or before 31st March, 2026 subject to availability of funds. Otherwise, the amount of bill/invoice/claims shall get adjusted in the next financial year's budget allocation, which may result lesser funds availability for the Financial Year 2026-27.
- 2) As the Treasury Single Account (TSA) with RBI automatically closes by 31st March 2026, all the unutilized Grant-in-Aid from UGC /MoE will be lapsed to Govt. of India.
- 3) All are requested, therefore, to ensure that the bills/claims be submitted to the Finance & Accounts (F&A) Section in time. It may also be noted that the financial transactions shall be avoided on the last five days (26th to 31st March, 2026) to avoid unexpected returns of payments.
- 4) Where the Goods & Services/Works including Library Books are completed or received along with bills /invoices as of now or before 15th March, 2026, those



bills/invoices with necessary certifications may be forwarded to F&A Section immediately for further processing.

- 5) Where the Goods & Services/ Works including Library Books are being completed or received along with bills/invoices from 16th March, 2026, those bills/invoices with necessary certifications may be forwarded to F&A Section immediately, as and when on receipt, for further processing.
- 6) The Status of “Letter of Credit”, if any, established by CUJ up to 15th March 2026 may be provided by Purchase Section on or before 20th March, 2026.
- 7) Those who have drawn advances prior to 28th February, 2026 or prefer personal claims (Medical, LTC, CEA, TA, etc.) for the current financial year shall submit their Settlement of Advances/ Claims immediately to F&A Section.
- 8) Those who are drawing advances from 1st March 2026 to 15th March, 2026 shall submit their settlement of Advances / Claims immediately on completion of the programme/activity or latest by 20th March 2026 to F&A Section.
- 9) All the Imprest Accounts bills/invoices claims shall be submitted by 20th March, 2026. The balance amount, if any shall be deposited back to CUJ Account. The Imprest Accounts will be reviewed and released in the first week of April, 2026.
- 10) As prescribed by C&AG, an equipment Logbook, which contains the history of the equipment throughout its lifetime, should be maintained for all major equipment in the laboratories with the details as specified in Annexure-I. A ‘Nil’ Report may be sent if any department doesn’t have major equipment.
- 11) A detailed list of continuing Contract/Annual Maintenance Contract (AMC) managed/controlled by Purchase Section/ Estate Section/Engineering Section/Academic Dept./ Administration Section/ Project Cell or Coordinators may be sent to F&A Section, latest by 20th March, 2026. A “Nil” Report may be sent, if no contract/AMC is maintained.



- 12) List of Stock of Stationery and other Consumables as at 31st March, 2026 in the prescribed Form GFR-23 with the cost of purchase (i.e. Stock in hand) may be submitted by Stores/ Purchases to F&A Section latest by 6th April, 2026. A “Nil” Report may be sent if no Stock-in hand are available.
- 13) List of Laboratory Consumables / Medicines as at 31st March, 2026 in the prescribed Form GFR – 23 with cost of purchase (i.e. Stock in hand) may be submitted by the Departments /Centres/ Health Centre to F&A Section latest by 6th April, 2026. A “Nil” Report may be sent if no stock-in-hand is available.
- 14) A Certificate of Physical Verification of Laboratory Equipment along with a list of items may be submitted in the prescribed format by all the Principal Investigators of Sponsored Projects with intimation to Project Cell, latest by 6th April, 2026 (Annexure –II & IIA).
- 15) Academic Section may submit the “List of Outstanding Fee Receivable from Collaborative Institutes”, if any, with names and amounts to be collected, as per their records as of 25th March, 2026 and be forwarded to F&A Section, latest by 31st March, 2026.
- 16) Academic Section/Departments may submit the “List of Outstanding Tuition / Academic / Semester Fee” with names and amount to be collected from the students as per their records, as on 25th March, 2026 and be forwarded to F&A Section, latest by 31st March, 2026.
- 17) Chief Warden/Guest House In-charge may submit the “List of Outstanding Hostel Rent/ Guest House Charges” with names and amount to be collected from the students / inmates as per their records, as on 25th March, 2026 and be forwarded to F&A Section, latest by 31st March, 2026.
- 18) Engineering Section/Purchase Section/Estate Section may submit the “List of Outstanding Rent, Licence Fee, Water Charges, electricity Charges” with names and amount to be collected from the Bank / Canteen/ Vendors /



झारखण्ड केन्द्रीय विश्वविद्यालय CENTRAL UNIVERSITY OF JHARKHAND

(भारतीय संसद के अधिनियम 2009 द्वारा स्थापित)
(Established by an Act of Parliament of India in 2009)
Homepage: <http://www.cuj.ac.in>

Contractors / Service Providers etc., as per their records, as on 15th March, 2026 and be forwarded to F&A Section, latest by 20th March, 2026.

- 19) The Security Officer/ Estate Section/Transport Section may submit the proforma bill for the month of March, 2026 in respect of outsource agencies, providing Security/Housekeeping/ Manpower and Transport services latest by 25th March, 2026, and the bill for the month of February, 2026 must be submitted by 15th March, 2026.

All Deans/Heads/Coordinators/Principal Investigators/Officers /Officer-in-charge may please take necessary arrangements towards effective utilization of funds & closing of annual accounts in time to comply statutory requirements.


Finance Officer

Copy for information and necessary action to:

- 1) All Deans of Schools
- 2) Controller of Examinations & Librarian
- 3) Director-IQAC/Dean-Acad. Affairs/Dean – R&D Cell/DSW/CPB
- 4) All Heads/Coordinators of Departments
- 5) DRs/I/c Estate/I/c Purchase/I/c Tech. Cell/ EE/I/c Health Centre/ARs/PRO/Security Officer
- 6) All Faculty & Non-Teaching Employees
- 7) All Principal Investigators of Projects
- 8) PS to Vice Chancellor, PS to Registrar
- 9) Technical Cell I/c / System Analyst for University Website
- 10) Notice Board/File


Finance Officer



झारखण्ड केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF JHARKHAND

(भारतीय संसद के अधिनियम 2009 द्वारा स्थापित)

(Established by an Act of Parliament of India in 2009)

Homepage: <http://www.cuj.ac.in>

Annexure-II

**FORMAT OF 'CERTIFICATE REGARDING PHYSICAL VERIFICATION
OF ALL LABORARY EQUIPMENT / COMPUTER PERIPHERALS
PROUCRED OUT OF PROJECT FUNDS AT LABORATORY AS ON
31ST MARCH 2026**

Name of the Department: _____ Financial Year: 2025-26

Name of the Principal Investigator: _____

Name of the Project with Code: _____

It is certified that Physical Verification of Laboratory Equipment (Fixed Assets) at the Laboratory as on 31st March, 2026 has been conducted and enclosed the list of Assets (Annexure-IIA) with value of assets & date of purchase.

Signature of Authorised Person

Signature of Principal Investigator

