



**CIRCULAR**

**Sub.: Closure of Annual Accounts: 2024-25 – reg.**

The year ending for the financial year 2024-25 is approaching shortly and the Annual Account of the CUJ is required to be finalized as of 31<sup>st</sup> March, 2025. 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 30<sup>th</sup> April, 2025. 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 31<sup>st</sup> March, 2025 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 2025-26.
- 2) As the Treasury Single Account (TSA) with RBI automatically closes by 31<sup>st</sup> March 2025, 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 (26<sup>th</sup> to 31<sup>st</sup> March, 2025) 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 15<sup>th</sup> March, 2025, those

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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 16<sup>th</sup> March, 2025, 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 15<sup>th</sup> March 2025 may be provided by Purchase Section on or before 20<sup>th</sup> March, 2025.
- 7) Those who have drawn advances prior to 28<sup>th</sup> February, 2025 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 1<sup>st</sup> March 2025 to 15<sup>th</sup> March, 2025 shall submit their settlement of Advances / Claims immediately on completion of the programme/activity or latest by 20<sup>th</sup> March 2025 to F&A Section.
- 9) All the Imprest Accounts bills/invoices claims shall be submitted by 20<sup>th</sup> March, 2025. 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, 2025.
- 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/ Administration Section/ Project Cell or Coordinators may be sent to F&A Section, latest by 20<sup>th</sup> March, 2025. A "Nil" Report may be sent, if no contract/AMC is maintained.

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- 12) List of Stock of Stationery and other Consumables as at 31<sup>st</sup> March, 2025 with the cost of purchase (i.e. Stock in hand) may be submitted by Stores/ Purchases to F&A Section latest by 4<sup>th</sup> April, 2025. A "Nil" Report may be sent if no Stock-in hand are available.
- 13) List of Laboratory Consumables / Medicines as at 31<sup>st</sup> March, 2025 with cost of purchase (i.e. Stock in hand) may be submitted by the Departments /Centres/ Health Centre to F&A Section latest by 4<sup>th</sup> April, 2025. 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 4<sup>th</sup> April, 2025 (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 25<sup>th</sup> March, 2025 and be forwarded to F&A Section, latest by 31<sup>st</sup> March, 2025.
- 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 25<sup>th</sup> March, 2025 and be forwarded to F&A Section, latest by 31<sup>st</sup> March, 2025.
- 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 25<sup>th</sup> March, 2025 and be forwarded to F&A Section, latest by 31<sup>st</sup> March, 2025.
- 18) Engineering Section/Purchase 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 / Contractors /

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Service Providers etc., as per their records, as on 15<sup>th</sup> March, 2025 and be forwarded to F&A Section, latest by 20<sup>th</sup> March, 2025.

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.

This is issued with the approval of Hon'ble Vice Chancellor.

  
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/ I/c EE/I/c Health Centre/ARs/PRO
- 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 for University Website
- 10) Notice Board/File

  
Finance Officer



### Annexure-I

#### FORMAT OF 'LOG BOOK FOR MAJOR EQUIPMENTS'

Name of the Department: \_\_\_\_\_

Location: \_\_\_\_\_

Name & Model of Equipment: \_\_\_\_\_

Date of Installation: \_\_\_\_\_ Warranty Period: \_\_\_\_\_

In-house maintenance schedule	Maintenance done on	Company Maintenance schedule as per AMC	Company Maintenance done with date & time	Problems encountered with date & time	Rectification details with date & time	Parts repaired, replaced with date & time	Remarks, Signature



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**Annexure-II**

**FORMAT OF 'CERTIFICATE REGARDING PHYSICAL VERIFICATION  
OF ALL LABORARY EQUIPMENT / COMPUTER PERIPHERALS  
PROUCRED OUT OF PROJECT FUNDS AT LABORATORY AS ON  
31<sup>ST</sup> MARCH 2025**

Name of the Department: \_\_\_\_\_ Financial Year: 2024-25

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 31<sup>st</sup> March, 2025 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



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Annexure-II A

FORMAT OF 'LIST OF LABORATORY EQUIPMENT/ COMPUTER &  
PRIPHERALS PROCURE OUT OF PROJECT FUNDS AS ON 31<sup>ST</sup>  
MARCH 2025'

Name of the Principal Investigator \_\_\_\_\_

Name of the Project with Code: \_\_\_\_\_

Sl. No.	Item	Purchased from	Inv. No.	Inv. Date	Values of Assets (Rs.)	AMC details, if any