



**UNIVERSITY OF KASHMIR**  
**HAZRATBAL SRINAGAR**

**C I R C U L A R**

**Subject: Work-done / Supply / Other Claims ----- receipt & processing there of:**

It is reminded for information of all Deans of the Faculties / Directors / Heads of all Departments / Centers / Institutions / Units / South, North & Zakura Campus / Concerned Officers of the University that before sending claim of any supplier / Dealer to Accounts Section for release of payment, following procedural points may be adopted:

1. Claim / Bill must be signed by the Head of the Department/Director/Officer concerned with designation seal and date;
2. Voucher number and date must be mentioned specifically in the WDC bill;
3. Amount mentioned in the WDC bill must be verified and attested by the Head of the Department / Director / Officer concerned;
4. Budget Head to which the amount is to be debited may be specified in relevant column with available balance;
5. All certificates required to be recorded on the back side of the WDC bill should to be recorded necessarily;
6. WDC bill should be signed by the members of the Departmental Purchase Committee;
7. Proper Stock Entry from the Department / Centre / Office as well as Estates Section should to be recorded on the vouchers wherever necessary;
8. Bill/voucher must be pre-receipted after affixing proper revenue stamp worth **Rs.2/-**
9. Copy of supply order placed to the supplier / Dealer needs to be attached with the claim for reference to check by the Accounts Section;
10. Voucher / bill be always in the prescribed GST bill format;
11. Copy of expenditure authorization of the Competent Authority where expenditure exceeds **Rs. 20,000/-** and (**Rs.30000/- in respect of Librarian, Allama Iqbal Library**) should to be attached with claim;
12. Mode of payment made to any supplier / dealer out of departmental funds needs to be mentioned;
13. Purchase exceeding **Rs.5000/-** needs to be tendered as per rules;
14. Purchase **exceeding Rs.1,00,000/-** needs to be made on the basis of online tender system
15. In case purchase made through **tender** three copies of **INDENT** duly signed by the Purchase Committee Members needs to be attached along with other relevant documents i.e. comparative statement, tenders, CDR's, Tender Notice, Technical Committee Reports, Approval of the Competent Authority for issuance of tender notice or any other document which is relevant to tender at the time of verification of claim;
16. No expenditure should be exceeded the budget allocation for current financial year 2018-19.

17. The Financial Year 2018-19 will end on 31-03-2019 the Accounts Section shall receive the claims / bills for the current financial year up to 15<sup>th</sup> of March, 2019 for release of payment and after expiry of stipulated period no claims / bills shall be entertained for processing;
18. **16 digit Account Number of the beneficiary / dealer / supplier may also be recorded on the WDC.**

Sd/-

No :F(Circular-Acctts)KU/19  
Dated : February 10 , 2019

Director Finance  
(Accounts)