



UNIVERSITY OF ALLAHABAD

No./D/FO/ 239 /2022

Date: 25.01.2022

Office Order

Sub: Preparation of Annual Account for the year- 2021-2022

All the concerned employees dealing with CASH BOOK of different accounts are hereby directed to complete the CASH BOOK in all respect along with updated reconciliation latest by 4th February, 2022 and submit it to Assistant Registrar (A/c) for its checking.

The status report on updated CASH BOOK must be submitted to Finance Officer through Deputy Registrar (A/c) by 7th February, 2022.

Further, the employees dealing with advance/adjustment are also required to complete their work and submit report for adjustment of advances to the Assistant Registrar (A/c) latest by 7th February 2022.

It is further advised to complete the CASH BOOK and other related documents as on 31.03.2022 which shall be submitted to Finance & Accounts latest by 7th April, 2022 for onward submission to CA.

The negligence on part of employees shall be viewed seriously. All the work related with preparation of Annual Account for the year 2021-2022 have to completed within time so that it can be submitted to C&AG before 30.06.2022


(Finance Officer) 25-01-22

Copy to:

1. All Dean/All HOD/COE/All Coordinator/Director of the Centre/Institute and PI of the Projects
2. DR (A/c), AR(A/c),IAO with request to coordinate & Monitor the work of annual account for the year 2021-2022 for its timely preparation
3. All the concerned employees of Finance & Accounts.
4. SVC for kind information to the Hon'ble Vice Chancellor
5. PA to Registrar


(Assistant Registrar (A/c))