



The Maharaja Sayajirao University of Baroda

Fatehgunj, Vadodara - 390 002, Gujarat, INDIA

Tel. Ph. : (+91-265) • (Registrar) : 2795521 • (D.O. & G.C.U.) : 2793735

• (Auditor) : 2795527 • (CAO) : 2795506 • (Dy. R. Exam & Aca.) : 2795502

• (Dy. R. ADE & ADM) : 2792032 • (Engineer) : 2795512 • (Dy. R. RTI) : 2784062

IMPORTANT

NO.AUD/ 976.

Dt. 30-01-2012.

CIRCULAR

Sub:- Submission of the Bills adjustment of Advance drawn during Current Year and outstanding Advances of Previous Year/s.

The end of the Current Financial Year 2011-2012 (31-3-2012) is fast approaching. It is therefore requested to all the Deans of the Faculties, Principals of Colleges, Heads of the Institutions and University Engineer that the various Subbills and all other bills which are to be submitted during this Financial Year must be sent to the Audit Section **on or before 17-03-2012 positively.**

It may also be brought to the notice of all the Co-ordinator, Project Director etc. of the Research Schemes/Projects under your Institution regarding this circular and request them for submission of such bills **on or before 31-3-2012.**

The outstanding advances drawn during the year or previous, it also be settled as soon as possible **before 31-3-2012.**

Moreover, it is requested to credit all kinds of Receipts i.e. Tuition Fees (with Fees bifurcation) Examination Fees, Marksheet Fees, Miscellaneous Receipts, Transcripts Fees, Testing Fees, Admission Form Fees etc. be credited to University Accounts i.e. in **Revenue Receipts University A/C. No. 0201020000020 Bank of Baroda, University Campus Branch, Vadodara** by issuing A/c. Payee Cheque in favour of "The Registrar, M.S. University of Baroda, Vadodara."

Receipts of Tuition Fees, Examination Fees, Marksheet Fees, Processing Fees, and Miscellaneous Receipts under **Self Finance Courses be credited to University Accounts – i.e. in M&C Fund A/C. No.02010100009958 Bank of Baroda, University Campus Branch, Vadodara** (Non-Revenue Receipts) by issuing A/c. Payee Cheque in favour of "The Registrar, M & C Fund, M.S. University of Baroda, Vadodara."

This office will not be held responsible for lapse of any **Grant/Budget which expires on 31-3-2012 on account of Non-submission of bills before 31-3-2012.**

[Handwritten Signature]
30/1/12
For Registrar

Copy to:-

1. Deans of Faculties/ Principals of Colleges/Heads of Institutions
- With a request to inform all the P.I./ Co-ordinator/ Project Director, accordingly.
2. I/c. C.A.O, M.S. University of Baroda.
3. University Engineer, Const. Div., M.S. University of Baroda.
4. Chief Medical Officer, M.S. University of Baroda.
5. Dy. Registrar, (Examination)
6. P.S. to VC/R – For information.
7. All Section Heads in the University Office.

