Sher-i-Kashmir
University of Agricultural Sciences & Technology of Kashmir
Main Campus Shalimar Srinagar - 190025

Subject: Mandatory Adherence to Financial Procedures and Accounting Protocols-reg.

CIRCULAR

All Faculties, Research Stations, and constituent units of the University are hereby informed that during a recent enquiry, the Competent Authority has taken serious note of certain procedural irregularities and deficiencies in the maintenance of accounting records. It has been observed that financial transactions were executed through self-drawn cheques without proper authorization, and records of fee collection and expenditure were not adequately maintained.

In order to strengthen financial accountability and prevent the repetition of such issues, the following directives are hereby issued for strict and compulsory compliance by all concerned:

i. All financial transactions, including withdrawals and expenditures, must strictly conform to the prescribed financial procedures and rules of the University. No deviation is permitted without the explicit, written approval of the Competent Authority.

ii. The practice of drawing self-cheques for programme expenditures is strictly prohibited. All payments to vendors, service providers, and beneficiaries must be made directly through proper banking channels, such as Direct Benefit Transfer or account payee cheques, to ensure a transparent audit trail.

iii. All units must maintain accurate, up-to-date, and complete accounting records, including cash books, receipt registers, fee collection registers, and participant-wise records for all programmes and events.

iv. Every expenditure must be supported by valid, original vouchers, bills, and receipts. No claim shall be processed or passed without adequate documentary evidence.

v. All participation fees or registration fees collected must be promptly deposited into the University account and accurately reflected in the Cash Book. A clear record of exempted participants, if any, must be maintained with proper justification.

All Heads of Faculties/Divisions/Stations/Institutes/KVKs & other constitutent Units of the SKUAST-Kashmir are personally responsible for ensuring compliance with the above directives within their respective jurisdictions. Any violation shall be viewed seriously and will attract disciplinary action as per rules.

By order.

Sd/-
(Prof. Azmat Alam Khan)
Registrar

No. Au/Adm/Acctt/L-123/22/19962-20032
Dated: 28.10.2026

Copy to:

- All Officers of the University.
- All Heads of Faculties/Divisions/Stations/Institutes/KVKs/Units of the SKUAST-Kashmir.
- Director Information and Technology, SKUAST-K, Shalimar, for placing the Circular on University website for information of all concerned.
- All Deputy/Assistant Registrars of SKUAST-Kashmir.
- All Deputy/Assistant Comptrollers/DDOs of SKUAST-Kashmir.
- Secretary to Vice-Chancellor for kind information of Hon'ble Vice-Chancellor, SKUAST-Kashmir, Shalimar.

28/10/26.
(Aamir Mohi Ud Din)
Assistant Registrar(Est.)

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