



Subject: Formal intimation regarding transfer of funds for execution of works under externally funded Projects/Schemes.

Circular

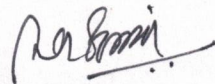
Estates Wing of the University is entrusted with the execution, supervision and maintenance of civil, electrical and allied infrastructure works of the university. In addition to the works undertaken under regular university budget provisions like CAPEX/HADP, the Estates Wing also executes works funded under various externally sponsored Projects, Schemes and Research Grants on the request of the concerned Principal Investigators/Project Coordinators and Heads of Constituent Units.


It has been observed that, in several cases, funds earmarked for execution of civil/electrical works under Projects/Schemes are transferred directly through PFMS/NEFT/RTGS or other electronic modes into the account of the Assistant Comptroller, Estates Wing without any formal intimation to the office of the undersigned. Such instances lead to avoidable difficulties in financial management, reconciliation of accounts, and maintenance of project-wise records.

In view of above, it is hereby impressed upon all concerned that whenever funds are transferred to the account of the Assistant Comptroller, Estates Wing for execution of any work, an intimation shall invariably be furnished to the office of the undersigned, immediately thereafter, along with the following documents/details:

1. Copy of PFMS/Payment Advice indicating transaction details.
2. Name and title of the Project/Scheme.
3. Copy of the approval/sanction authorizing execution of the work.
4. Any other relevant documents.

All concerned shall ensure strict compliance with these instructions in the interest of proper financial control, transparency and effective management of project funds.


Estates Officer,
SKUASTK Shalimar.

 (Er. Naseer Ahmad Banday)

No. Au/Estates/26/C-5/1301-50
Dated: 17-06-2026

Copy to the:

- All Officers of the University _____
- All Deans/Associate Deans of the University.
- All Heads of the Divisions/Stations/KVKs/Centers & other constituent units of the University.
- Prof. Incharge ARIS, for uploading the circular on the University website.
- Assistant Comptroller Estates for information.
- Secretary to Vice-Chancellor for kind information of Hon'ble Vice-Chancellor.
- Office file.