



Internal Audit Cell
Sher-e-Kashmir University of Agricultural Sciences & Technology
Shalimar Campus, Srinagar – 190025

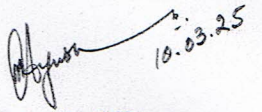
Circular

Subject:- Reversal of amount of time barred cheques

Attention of all the Deans/Directors/Associate Deans/Officers/PIs/Heads of Research Centres/Heads of KVKs/Deputy Comptrollers/Assistant Comptrollers etc. is invited to Circular No: Au/Accts/IAC/Balance Sheet/2024-25/02-71 dated April 08, 2024 wherein it was impressed upon all the concerned to cancel all the cheques, the validity of which has expired on March 31, 2022, March 31, 2023 and March 31, 2024, as the case may be, and write back the amounts of these expired cheques in the cash book in a similar manner, at the end of March each year i.e. 31-03-2022, 31-03-2023 and 31-03-2024, before closing of annual accounts of these years and furnish revised bank reconciliation statements thereof to the undersigned. However, compliance in this regard is still awaited.

It is as such once again impressed upon all the Deans/Directors/Associate Deans/Officers/PIs/Heads of Research Centers/Heads of KVKs/Deputy Comptrollers/Assistant Comptrollers/DDOs etc. to cancel all the unpaid cheques, which have lost their validity as on March 31, 2024 and write back the amounts of these expired cheques in the cash book in a similar manner at the end of March 31, 2024. The total amount of unspent balance(s) arrived at the end of March 31, 2024 should be returned/refunded to the Comptroller alongwith full details of the account (as per following format) and revised bank reconciliation statements may be submitted to the undersigned by or before **18-03-2025** positively.

S. No.	Account No.	Account Type (Non-Plan/ Plan/ Scheme/ Project)	Cheque No. & date	Amount
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Internal Audit Officer

No: Au/Accts/IAC/BS-2023-24/2024-25/1014-94

Dated: March 10, 2025

Copy of above forwarded for information and necessary action to:

1. All Officers/Deans/Associate Deans of the University.
2. All Heads of Division/Units/Stations/KVKs.
3. All Deputy/Assistant Comptrollers/DDOs/PIs of the University.
4. SVC for information of Hon'ble Vice Chancellor.
5. I/c ARIS cell for uploading the circular on University website.