



29 January, 2025

C I R C U L A R

Dear Sir / Madam

As we proceed to close the financial year 2024-25, the following are the few important points to make a note:

1. As had been the practice, the Finance & Accounts will not be in a position to accept any bills in F&A as per the dates detailed hereunder:

SNo.	Budget	Last date for submission of bills in FAMOUS Portal	Last date for submission of bills in F&A DAK (hard copies)
1.	Projects / IoE	5.3.2025	7.3.2025
2.	Maintenance / Creation of Assets	15.3.2025	17.3.2025
3.	All Other Budgets	15.3.2025	17.3.2025

2. Please note that the FAMOUS portal will not be functional after the last dates (as mentioned above) for the current financial year.

3. However, all project salaries / manpower salary bills in projects (including IoE)

(a) for the month of February, 2025 may be raised during 25 February, 2025 – 1 March, 2025 and have the hard copies submitted in F&A immediately.

(b) for the month of March, 2025 may be raised during 17-18 March, 2025 (2 days ONLY) and have the hard copies submitted by 19th March, 2025. The portal will be enabled accordingly for the above. The leave details of staff (after raising the bills during 17-18 March, 2025) may be reported by 25th March, 2025.

3. **From 6/16 March, 2025 to 31st March, 2025**, the FAMOUS portal will be non-functional as the F&A will be busy in processing the bills on hand and making payments, closing the ledger accounts, preparation of Trial Balance and making the required adjustment entries in the books of accounts.

4. As you are all aware, we are in the **RBI-TSA regime** and the bills are not only to be processed but also to be paid in real time, i.e. by **31.3.2025**. Usually, the PFMS Server will be very slow during 16-31 March (owing to the financial year ending pressure) and it takes lot of time to make each payment. Further, keeping in view the very large volume of bills expected during the next two months, **we are closing the FAMOUS portal as detailed above**. Please note that there is no scope to keep any expenditure belonging to this financial year pending beyond 31.3.2025, except where specific sanction is received from the funding bodies.

5. During the current financial year – under the recurring grant, we are having a real deficit of money owing to a severe budget cut from UGC. So F&A requests the Heads of the academic & administrative Units to kindly postpone any non-urgent / non-important expenditure to the next financial year. All the academic and administrative units are further requested **not to resort to any unwarranted spending** just to close or use away the existing budget allocations.



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6. It may also be noted that University will not be able to provide any additional budget due to a severe cut from the UGC. We request you to leave the unspent amount in the maintenance grant if it is not really urgent / important as this will help the F&A to bridge the deficit at the University level because of the severe maintenance cut.

7. As per the direction of UGC, expenditure on the outsourced staff, guest faculty, visiting faculty is now being charged to Maintenance Grant. Hence, it is requested that all the academic units may focus or explore the possibilities of increasing internal revenue and curtailing the expenditure. It may please be noted that in view the above constraints, the University is not able to sanction additional funds as and when requested by academic / administrative units.

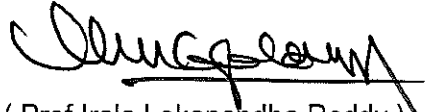
8. It may please be noted that all the Guest faculty / Visiting faculty / Consultants / NMRs / Contractual Staff/ Outsourced Staff will be paid only till the month of February, 2025 in the current financial year. **Salary/Honorarium/Wages bills of these faculty / non-faculty for the month of March, 2025 may please be raised ONLY during the next financial year.**

9. The Heads & Deans will be requested through a separate Circular to submit the certificates about the physical verification of fixed assets and stock as on 31.3.2025. You may kindly comply with the same in the given time specified to enable the F&A to submit the same to audit.

10. In some cases, the F&A may not be in a position to process / pay the bills, though submitted within the last dates mentioned above, if physical budget (as approved by the funding bodies) gets exhausted. **Hence it may please be ensured that bills are submitted at the earliest possible time to process and pay.**

Seeking the cooperation of the community for happy closure of the Financial Year 2024-25 and wishing you a very happy financially productive new Financial Year 2025-26.

Best wishes.


(Prof Irala Lokanandha Reddy)
Finance Officer i/c
29/1/25

To

All the Project Investigators (thru' GApps)

All the Deans of the Schools / Heads of the Departments / Centres / Sections / UNITS (thru' GApps)

Copy to:

- 1) OSD to VC / PS to Registrar
- 2) Director, CC&CNF - with a request forward this Circular to all users thru GApps (except students)
- 3) Webmaster – with a request to upload this Circular on UoH website
- 4) Shri K. Ashok Reddy – a) to regulate the FAMOUS portal functioning as detailed above
b) to upload this Circular in the FAMOUS Circulares page
c) to upload this Circular on F&A website