



1 April, 2025

CIRCULAR

Sub: Accounting of amounts received as **Donations** – reg.

**

The F&A has been receiving cheques / DDs / Online transfers from various stakeholders as DONATIONS towards institution of gold medals / organizing endowment lectures / establishing chairs, etc.

In order to streamline the accounting of these funds, the following shall be the revised procedure wef 1.4.2025.

1. For institution of gold medals in various courses (at Schools / Departments / Centres) all the Users / Units whoever proposes to offer donations shall obtain the approval of the competent authority at the first instance and then forward the same to the Controller of Examinations (along with the Cheque / DD and proforma printed overleaf). The Controller of Examinations Office shall forward the same to the F&A.
2. All the Users/Units whoever proposes to offer donations for various activities (other than instituting of gold medals) shall obtain the approval of the competent authority at the first instance and then forward the Cheque / DD along with the proforma printed overleaf and a copy of the competent authority's approval to F&A.
3. If the proposal is to utilize interest accrued only for conduct of proposed / approved activities, the same shall be accounted, deposited/invested, monitored, allocated by the EOA Section of F&A.

The EOA section shall create a BHEN, map the same to the User Unit, update it with receipts from time to time and facilitate utilization of interest each year.

4. If the proposal is to utilize the total donation amount for conduct of proposed / approved activities, the same shall be accounted, invested, monitored, allocated by the Earmarked/Specific Funds (Projects) Section of F&A.

The Earmarked/Specific (Projects) section shall create a BHEN, map the same to the User Unit, update it with receipts from time to time and facilitate utilization of the donation amount.

5. The EOA / Earmarked/Specific Funds (Projects) Sections shall issue receipts in the name of the Donor (after realization of the Cheques / DDs) and forward the original receipt to the F.O.'s Office along with all the approval copies. The F.O.'s Office shall maintain a register of all donations and send an IT Exemption Letter to the Donors along with the original receipt.

Finance Officer

वित्त अधिकारी / FINANCE OFFICER

हैदराबाद विश्वविद्यालय / University of Hyderabad

केंद्रीय विश्वविद्यालय डा.घ / Central University P.O

हैदराबाद टी.एस./Hyderabad.T.S.-500 046.

To

All the Users / Units – thru' GApps

Copy to: 1) OSD to VC / PS to Registrar / PS to CE

2) JR-EOA / JR-Projects / AR-FAST – for compliance

3) Shri K. Ashok Reddy – for uploading on FAMOUS login page



Date: _____

**PROFORMA FOR FURNISHING INFORMATION WHILE DONATING FUNDS TO UOH
FOR A SPECIFIC PURPOSE**

1.	Name of the Donor	
2.	Father/Mother's Name	
3.	Permanent Address	
4.	Contact Phone Nos.	
5.	Email address	
6.	PAN of the Donor	
7.	Aadhar No. of the Donor	
8.	Amount being donated	
9.	(A) Purpose of the Donation (attach the request letter of the Donor)	
	(B) Donation in the name of	
	(C) Special instructions, if any, for utilization of the grants (use separate sheet, if required)	
10.	Whether in principle approval of the Vice-Chancellor is obtained for this donation, if yes, attach a copy	
11.	Any Other relevant information	

Donor Signature

Forwarding Authority

(Signature & Stamp)