

हैदराबाद विश्वविद्यालय केंद्रीय विश्वविद्यालय डाक घर हैदराबाद 500 046	 वित्त एवं लेखा / Finance & Accounts	University of Hyderabad P.O. Central University Hyderabad 500 046
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17 November, 2025

Circular

Sub: Revised procedure for issue of bank mandate forms for receipt of funds – reg.

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As you are aware the F&A has prepared bank mandate forms for some of the bank accounts being operated by the University to receive funds pertaining to Consultancy Projects, Projects, CSR activities, Endowments, etc. and have them uploaded the same on the UoH website for easy access to all the stakeholders.

However, of late, the University is receiving amounts in its accounts from various private / government funding bodies without any details. The F&A is finding it difficult to ascertain as to whom these credits pertain.

In order to streamline the procedure and address the above issue, it has been decided that relevant bank mandate forms will be provided by the **F&A Support Team** after receiving a formal request through email at finpst@uohyd.ac.in from the faculty / others through the **Format** attached to this Circular.

This step will not only enable the F&A to link the amounts to the beneficiary Units / Persons (based on the request submitted by them while obtaining the bank mandate forms) but also to send a communication to the concerned about receipt of grant.

Cooperation of the University fraternity is solicited.



(B. Srinivas)
Finance Officer

To - thru' GApps

All the Schools / Departments / Centres / Sections
All the Project Investigators

Copy to: DR (Proj.) / AR (Proj.-Payments) / SO (Proj.) / SO (FAST) / FAST

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Date:

Format for submission request to obtain Bank Mandate Forms from F&A

S.No.	Details	To be filled in the Faculty / Staff / Others
1.	Name of the Faculty / Staff / Others	
2.	Id No.	
3.	School / Department / Centre / Section	
4.	Purpose (provide title of the project, etc. in case of Project)	
5.	Name & Address of the Funding Body from whom the grant is receivable	
6.	Sanctioned Project Value	
7.	If the amount is to be received in instalments (a) No. of instalments (b) Expected first instalment (c) Subsequent instalments	
8.	Any other relevant information	

Signature of the Faculty / Staff / Others

Name: _____

Designation: _____

Office landline: _____; Mobile: _____

Email: _____

-----For F&A Use-----

Bank Mandate Form pertaining to A/c No. _____ has been issued.

SO (FAST) / AR (FAST)

Copy to: COW _____ - for records and identification of credits in bank account