


<p>हैदराबाद विश्वविद्यालय केंद्रीय विश्वविद्यालय डाक घर हैदराबाद 500 046</p>	 <b>वित्त एवं लेखा / Finance &amp; Accounts</b>	<p>University of Hyderabad P.O. Central University Hyderabad 500 046</p>
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29 January, 2026

### **CIRCULAR**

Sub: Closure of the FY 2025-26 – reg.

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As we proceed to close the financial year 2025-26, the following few important points may please noted:

1. In **RBI-TSA regime**, bills are not only to be processed but also to be paid in real time, i.e. by **31<sup>st</sup> March, each year**. 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, as large volume of bills are raised by all the Units at the fag end of the financial year, it has become difficult to handle the workload with the available staff. Thus, pre-closure of FAMOUS has become essential. Accordingly, the FAMOUS portal will be non-functional (as had been the practice), beyond the dates mentioned hereunder and the F&A will not accept any bills beyond the dates mentioned hereunder:

Budget	LAST DATE for raising bills in FAMOUS	LAST DATE for submission of bills in F&A DAK (hard copies)
IoE	31.1.2026	4.2.2026
Maintenance / Creation of Assets	15.3.2026	17.3.2026
Projects & all Other Budgets	15.3.2026	17.3.2026

3. Please note that there is no scope to keep any expenditure belonging to this financial year pending beyond 31.3.2026, **except where specific sanction is received from the funding bodies for its extended utilization.**

5. All project salaries / manpower salaries in projects bills for the month of March, 2026 may be raised by 15<sup>th</sup> March, 2026 and have the hard copies submitted in F&A by 17<sup>th</sup> March, 2026, as notified above. The leave details of staff (after raising bills) may be reported by 25<sup>th</sup> March, 2026, in case any recoveries / deductions are to be effected on account of discontinuation of services, etc. Balance of leaves / recoveries / deductions, if any, may be adjusted in the subsequent month salary bill.

6. All the Guest faculty / Visiting faculty / Consultants / NMRs / Contractual Staff / Outsourced Staff will be paid only till the month of **February, 2026** in the current financial year. **Salary/Honorarium/Wages bills for the month of March, 2026 are be raised ONLY during the next financial year, upon receipt of grants from UGC and allocation of budget by F&A.**


7. **From 16-31 March, 2026**, 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.

8. Kindly postpone any non-urgent / non-important expenditure to the next financial year and please restrain from **resorting to unwarranted spending** just to close or use away the existing budget allocations.

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 31.3.2026. Kindly comply with the same and the information submitted in F&A within the specified time to submit the same to audit.

10. If physical budget gets exhausted, the F&A may not process / pay the bills, though submitted within the last dates mentioned above. **Hence please submit the bills at the earliest possible time to process and pay.**

*Seeking cooperation of the community for happy closure of the Financial Year 2025-26*

  
( B. Srinivas )  
Finance Officer

To

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 / Webmaster - with a request forward to all users (except students) and upload on UoH website
- 3) Shri K .Ashok Reddy - to regulate the FAMOUS portal functioning as detailed above and upload this Circular in logins