

<p>हैदराबाद विश्वविद्यालय केंद्रीय विश्वविद्यालय डाक घर हैदराबाद 500 046</p>	 <p>वित्त एवं लेखा / Finance & Accounts</p>	<p>University of Hyderabad P.O. Central University Hyderabad 500 046</p>
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13 February, 2026

CIRCULAR


Sub: Request to furnish details well in advance to create Vendors in FAMOUS and PFMS – reg.

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It has come to knowledge of the Undersigned that some of the Users / Units are submitting details for *Vendor Creation* just before the last date for utilizing the sanctioned grants and/or raising the bills and persuading the concerned staff of F&A to help them out urgently.

While the F&A needs time to create Vendors in FAMOUS and PFMS, the Vendors created in PFMS are to be approved by the PFMS also, which takes atleast ONE day.

To avoid this situation it is suggested that *all the Users/Units may immediately raise a service request for Vendor Creation **as soon the Vendor is finalized**. This will not only save lot of time (for Users/Units/F&A) but will also avoid unwanted delays and enable the Users/Units to raise bills as soon as the purchase process is completed.*


13/2/26
(B. Srinivas)

Finance Officer

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To

All the Users / Units - thru' GApps

Copy to: JR, F&A / DR, F&A – for circulation among their Officers & Staff