

जामिया मिल्लिया इस्लामिया

(संसदीय अधिनियमानुसार केन्द्रीय विश्वविद्यालय)
मौलाना मोहम्मद अली जौहर मार्ग, नई दिल्ली-110025

JAMIA MILLIA ISLAMIA

(Central University by an Act of Parliament)
Maulana Mohammad Ali Jauhar Marg, New Delhi-110025
(NAAC Accredited 'A+ +' Grade)
3rd Rank in NIRF

جامعه مليه اسلاميه

(مرکزی یونیورسٹی)
مولانا محمد علی جوہر مارگ، نئی دہلی-110025



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वित्त एवं लेखा कार्यालय

Finance & Accounts Office

دفتر مالیات و محاسبی

IMPORTANT/ TIME BOUND

F.No.Bill-I/FAO/JMI/2024-25

7th January, 2025

CIRCULAR

As you are aware that the current Financial Year 2024-2025 is going to end shortly. All the Faculties/Departments/Centre/Schools/Offices are, therefore, requested to submit bills of expenditure incurred out of budget provisions and adjustment of the advances of all accounts in the Finance & Accounts Office latest by **7th March, 2025** positively to avoid last minute rush, for booking of expenditure in PFMS/Accounts. No bills will be accepted after **7th March, 2025** in the Finance & Accounts Office.

Further, all budget operating authorities are advised to kindly ensure that bills must be completed in all respects like proper MIS/PFMS entries, stock entry, balance under the Head of Expenditure, alongwith relevant documents/enclosure etc. before submitting in the Finance & Accounts Office for payment/adjustments.

(Prof. Md. Mahtab Alam Rizvi)
Registrar/Finance Officer

To:

1. All Deans of Faculties/Heads of the Departments/Directors of Centres JMI
2. The Professor In-charge, Office of the Controller of Examinations, JMI
3. The Professor In-charge, Building & Construction Department, JMI
4. The Controller of Examinations, JMI
5. The University Librarian, Dr. Zakir Hussain Library, JMI
6. The OSD, Vice-Chancellor Secretariat, JMI.
7. Chief Proctor, JMI.
8. The Provosts of Hostels, JMI.
9. The In-charge, Dr. M.A. Ansari Health Centre, JMI
10. The Internal Audit Officer, JMI.
11. The Principals Schools, JMI.
12. The Executive Engineer, B&C Deptt., JMI.
13. The Asstt. Registrar (Purchase & Store Section), JMI
14. AFO (Payment)/AFO (Salary)/AFO (PF)/AFO (Accounts)

Copy for information to:

1. The Secretary to the Vice-Chancellor, JMI
2. The Asstt. Registrar, Registrar Secretariat, JMI
3. The PA to Finance Officer, JMI

(Mushir Ahmad)

Asstt. Finance Officer (Payment)