

CIRCULAR

Sub:- Department Collection - reg

Ref :- This office circular of even number dated 16/01/2021

In continuation of the circular referred to above, the following are brought to the notice of all concerned:

1. Monthly collection shall be remitted to the University through cheque drawn in favour of the Registrar and the same shall reach University Cash Section on or before **10th of every succeeding** month.
2. All documents/statements along with Bank Reconciliation Statement also should be submitted invariably, on or before **10th of every succeeding** month, as prescribed in the circular referred.

Sudheer M S *
Finance Officer

* This is a computer generated document. Hence no signature is required.