

**REMINDER-II  
MATTER URGENT  
OUT TODAY**

**SKUAST  
KASHMIR**

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**C I R C U L A R**

**Subject: Preparation/Furnishing of Budget Estimates 2018-19 and Revised Estimates 2017-18 - Instant submission without any further delay**

Consequent upon the Reminder-I issued vide No. AU/Compt/PA/C-2/17/4637-4721 dated August 09, 2017 regarding the subject cited above wherein all Dy./Asstt.Comptrollers/DDOs were impressed upon to submit the desired information regarding the subject above by 15<sup>th</sup> of August 2017. It is very unfortunate to learn that no serious concern is initiated by the concerned DDOs in respect of timely submission of information being of important nature. As already intimated the office of the undersigned is presently busy with the preparation of budget and are trying best to prepare the comprehensive information well before scheduled date. But unfortunately the human resource concerned with the domain of accounts are not reciprocal from their end as a consequence of which the pace of the work gets badly affected.

The circular issued vide No. AU/Acctts/Budget/17-18/3470-3554 dated 03.07.2017 through which all constituent units of the university were informed to submit the relevant information as per devised formats by or before 15<sup>th</sup> of July 2017 and B2 by 3<sup>rd</sup> of October 2017 has not been responded so far which speaks of non-seriousness on the part of Dy./Asstt.Comptrollers/DDOs. Before resorting to any course of action it is once again impressed upon all Dy./Asstt.Comptrollers/DDOs to submit the compact information as per formats already provided to them **within 2 days** without any further loss of time. Those who have already sent need not to repeat.

*J. S. 9/9*  
Comptroller

No. AU/Compt/PA/C-2/17/  
Dated: Sept. 08, 2017

5561-5658

CC:

- ✓ All Officers/Deans/HoDs/PCs/I/C Stations .....
- ✓ All Dy./Assistant Comptrollers .....
- ✓ All Drawing & Disbursing Officers.....
- ✓ Secretary to Vice-Chancellor for kind information of Hon'ble Vice-Chancellor, SKUAST-K, Shalimar
- ✓ I/C ARIS, SKUAST-K, Shalimar for uploading the same on university website.