



OSMANIA UNIVERSITY  
HYDERABAD – 500 007.

No. 90 /Pre-Audit/Bills/2024-2025.

Date: 7-02-2025

To

All the Principals of University and Constituent Colleges.  
All the Heads of Departments, Osmania University.  
All the Drawing Officers, Osmania University.  
All the Principals of O.U. P.G. Colleges of Districts.

**Sub:-** Pre-Audit – Contingent Bills – Closure of the Financial year 2024-2025  
Submission of Bills – Schedule – Communicated.

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Sir,

The following schedule is prescribed for submission of contingent bills for the year 2024-2025. All the Principals, Heads of the Departments and other Drawing Officers are requested kindly to strictly adhere to the schedule in submitting the Contingent Bills for the year 2024-2025 as per the dates specified below :-

<u>S.No.</u>	<u>Name of the Bill</u>	<u>Last Date for submission</u>
1.	Abstract Bills	15-02-2025
2.	Contingent Bills, T.A. Bills against Budgeted grant.	20-03-2025
3.	Adjustment and Settlement Bills for the amount drawn on Abstract Bills.	25-03-2025

**Please note that the Bills will not be admitted under any circumstances after the dates prescribed above as the University is required to furnish the closing balances (Receipts and Payments) of the preceding month to the Government on 2<sup>nd</sup> of every month.**

Certified copies of Orders of re-appropriation and sanctions accorded, should invariably be attached to the bills, failing which claims are likely to be returned un-passed and there may not be sufficient time for their resubmission and payment, within the financial year. **It is therefore, requested that bills may kindly be sent with full particulars and complete in all aspects.**


Contd.....2.

While submitting the bills in Pre-Audit, the following requirements may kindly be complied with:-

1. Cash Book Folio (CBF) Numbers and date for amounts already paid to the parties.
2. Stock Entries for items received.
3. Quotation Certificates for purchasing items above Rs.5,000/- each.
4. Satisfactory Service Certificate for services rendered.
5. Advance stamped receipt for amount to be paid to parties above Rs.5,000/-
6. Correct head of account and particulars of appropriation as shown in the budget at proper places on bills, duly signed by the drawing and disbursement officer wherever necessary.
7. Endorsement for payment of amount on bills and vouchers (every voucher should be passed for payment).
8. Submission of Fully Vouched Contingent Bills, in respect of settlement bills for Advances drawn, where excess expenditure over and above the advance has been incurred.
9. Proper forms and bills should be used for Fully Vouched Contingent Bills and Abstract Contingent Bills – Xerox copies of the bills will not be accepted.
10. Amounts drawn on Abstract Bills for a particular purpose, should not be utilized for other items of expenditure without Administrative sanction.
11. As per rules, advances should be drawn on Abstract Bills only for immediate payments. Postponement of expenditure out of advance drawn during particular year should not be allowed beyond the financial year.
12. All the previous year(s) advances should be settled, if any, pending to date.

**All the Drawing Officers are requested kindly to ensure that the above instructions are followed scrupulously.**

Yours faithfully,

  
**DEPUTY REGISTRAR**  
(Pre-Audit), O.U.

*Copy communicated for information to:*

- 1) The Finance Officer, Osmania University.
- 2) The Secretary to Vice-Chancellor, O.U.
- 3) The P.A. to Registrar, O.U.
- 4) The Director, Infrastructure, O.U. with a request to arrange to place in O.U. Website.

✓ To

The Director,  
Directorate of Information Technology, Electronics & Communication (ITE&C), O.U.