



श्री माता वैष्णो देवी विश्वविद्यालय  
SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir  
Recognized under Section 2(f) & 12(B) of the UGC Act, 1956  
registrar@smvdu.ac.in

Ref. No.: SMVDU/P&C/16/158

Date: 5<sup>th</sup> July, 2016

**NOTIFICATION**

**Subject: Prerequisites for different categories of cases in the form of checklists before its submission to Finance Wing and timelines for the disposal of cases by Finance Wing.**

**Ref: SMVDU/FOS/16/2929, dated 14<sup>th</sup> April, 2016**

With reference to the recommendations of the committee constituted to review the proposal on the subject cited above and as approved by the Competent Authority, the prerequisites for different categories of cases in the form of checklists before its submission to Finance Wing and timelines for the disposal of cases by Finance Wing are hereby notified for the information of all concerned as per the enclosed Annexure "A".

All Heads of Departments/ School/Sections are enjoined upon to ensure that all the prerequisites as per relevant checklist are fulfilled before forwarding of case to the Finance Section, to ensure timely and hassle free processing of the bills and disposal of cases by the Finance Section.

*Dr. Chaitanya*

Registrar  
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**Enclosure: Annexure "A"**

**Copy to:**

1. Prof. V.K. Bhat, Director IQAC, for information.
2. All Deans/ I/c Deans/ Heads/ I/c Heads/ Section Heads, for information and its circulation among their concerned Faculty/ Staff members.
3. Finance Officer, for information and compliance.
4. PS to VC, for kind information of Hon'ble Vice Chancellor.
5. Concerned File.

