

CUK/F&A/2025-26-574

Date: 29-01-2026

CIRCULAR

The submission of Financial Statements (Annual Accounts for the financial year 2025-26) is a time-bound activity for **Compliance Audit** conducted by the Office of the Director, PDA, Comptroller & Auditor General, Bengaluru. In order to finalize the Annual Accounts (2025-26) of the Central University of Karnataka within the stipulated time, the Finance & Accounts Section is required to complete various processes prior to the closure of the current financial year, i.e., by **31st March, 2026**.

In this regard, all stakeholders are hereby informed to ensure **settlement of advances drawn up to 31-01-2025 for the conduct of any event/programme, tours, LTC advances, and all reimbursement claims on or before 15-02-2026. And all IMPREST Advances on or before 15-03-2026.** This is necessary to avoid the carry forward of any amount as unsettled/outstanding advances in the books of accounts, which may invite audit objections.

It is further instructed that all items purchased must be duly recorded in the appropriate stock/register. The stock entry seal and signature should be affixed on the face of the bill, along with proper certification and signature of the concerned official on each bill.

In view of the closure of accounts by **31st March, 2026**, requests for new advances shall not be entertained after **21st March, 2026**, except in genuine emergency cases. Even in such cases, the advances must be settled by **31st March, 2026**.

Imprest and other advances for the ensuing financial year **2026-27** will be released during the month of **April 2026**, subject to the availability of funds under the respective heads and approval of the Competent Authority. It is also clarified that if earlier advances remain unsettled, further advances shall not be released, in accordance with the provisions of the **General Financial Rules (GFR), 2017**.

This circular is issued with the approval of the Competent Authority.

Copy to:

1. PS to the Vice Chancellor, CUK
2. PS to Registrar, CUK
3. The Internal Audit Officer, CUK
4. All the Deans/HoD/Coordinators/Section Heads - for compliance
5. The System Analyst - with a request to upload the circular in CUK Website.

