



UNIVERSITY OF KASHMIR

Hazratbal, Srinagar, 190006
NAAC Accredited Grade "A++"

Subject:- Clubbing and processing of various invoices of same supplier through GeM portal by generating single WDC on BFMS.

CIRCULAR

While processing the WDC's/Bills, it has been observed that multiple WDC's for the bills of same supplier are generated by the departments/offices etc which has caused immense of problems for the Accounts wing which are highlighted as follows;

1. Workload has increased throughout the channels/hierarchy of authorities and officials through which the Bills are supposed to route for approval/signatures.
2. The accounts wing is witnessing same workload and pressure which is used to be during the end of the financial year.
3. The process has been found very time consuming and has increased the demand of manpower since the existing staff available in all the sections of Accounts wing are not sufficient to cater the flow of bills.
4. The Balance Sheet/Tax cell is finding it difficult to **pay and upload the Tax (GST & income tax)** deducted at source from the Bills on time which is generally due to be filed within the first week of the next month in which Bills are disbursed.
5. Processing of different invoices of the same supplier under multiple WDC's (i.e invoice/item wise WDC) is found to be a futile exercise at each level of Bill processing mechanism.

Therefore, for smoothening of operations and keeping in view the time consumed while processing the bills, following directions must

be adhered while generating the WDC's through BFMS portal of the University;

1. Separate WDC based on individual items/invoices of same supplier will not be accepted/admitted now onwards.
2. Generating of separate WDC for each item should be avoided.
3. A single WDC must be generated for different invoices under a single supply/purchase order.
4. The number of invoices generated on Gem should be clubbed/pooled by generating single WDC for different items supplied by the same Dealer/supplier.

Balance Sheet/tax Cell

No:- BS-Bills/BFMS/Accts/KU/2022.

Dated:- 21-11-2022

Assistant Registrar
Balance Sheet/Tax Cell

Copy to:

1. All Deans/Directors/HOD's/ Officers of faculties/Research Centers /Director North campus/ Director South campus/Director Kupwara Campus with the request to implement this circular.
2. SS to VC for kind information of Hon'ble Vice Chancellor
3. P.S to Registrar
4. Dean Academic Affairs
5. Dean College Development Council
6. Controller of Examination
7. Director Finance
8. Director IT&SS for uploading the circular on the University website.
9. All accounts sections, Accounts I, III, IV and examination accounts.
10. Asstt Registrar, Accounts/Cash/Exam Accounts
11. All Sectional Heads
12. File

Account
Administration

Received

Ass office

1221

21-11-2022

21-11-22

21/11/2022

21/11/2022

21/11/2022

21/11/2022