| हैदराबाद विश्वविद्यालय<br>केंद्रीय विश्वविद्यालय डाक घर<br>हैदराबाद 500 046 | **वित्त एवं लेखा / Finance & Accounts** | **University of Hyderabad**<br>**P.O. Central University**<br>**Hyderabad 500 046** |
|---|---|---|

17 November, 2025

## Circular

Sub: Disclosure of donations received in cash / kind by any of the Units of UoH – reg.

**

Of late, it has come to the knowledge of the Undersigned that some of the Units of UoH have received few assets as gifts / donations. As it is mandatory for the University to account for all these gifts / donations and disclose the same in the Annual Accounts appropriately, all the Units are requested to forward details pertaining to the gifts / donations received by them, if any, to the Undersigned immediately, to avoid audit objections in future. The required details are as under:

1. PAN of the Donor
2. Name of the Donor
3. Address of the Donor
4. Copy of the Invoice (in support of the purchase made by the Donor), along with Assets / Stock entries recorded on the backside of the Invoice.
5. In case (4) is not available or if the donated asset is not a new one, please inform the actual & current value of the asset.
   *The Unit Head may constitute a Committee at Unit level, if required, to assess the market value of the received items*
6. Date of receipt of the Donation
7. Any other relevant information.

Further, all the stakeholders at UoH are requested to note that

(a) no cash donations should be accepted under any circumstances
(b) all donations received through Cheque/DD have to be drawn in f/o of Finance Officer, UoH
(c) all online transfers (of donation amount) needs to be transferred to an account identified by the F&A. Required / relevant bank mandate form has to be obtained from the F&A for this purpose.
(d) the donated amount / items are **non-refundable**.

(B. Srinivas)
Finance Officer

To

All the Schools / Departments / Centres / Sections
Copy to: OSD to VC / PS to Registrar
Webmaster – to upload on UoH website and forward to all Users (except students)