

**EDUCATIONAL MULTIMEDIA RESEARCH CENTRE
UNIVERSITY OF KASHMIR**

ORDER

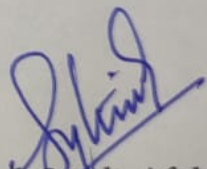
For administrative efficiency of the Centre and streamlining of Accounts, Mrs. Shaista Shafiq, LDC shall handle the following domains:

- ✓ Initiating e-Banking transactions & maintenance of cash books.
- ✓ Creation of e-bills in BFMS with maintenance of its official record
- ✓ Verification and passing of bills

In this connection, Mr. Mohammad Mubashir Wani, Accounts Assistant, shall impart necessary training to Mrs. Shaista Shafiq regarding:

- ✓ Aspects of PFMS Portal
- ✓ Preparation of Budget estimates
- ✓ Preparation of Provisional/Audited Utilization Certificates and Statement of expenditure

This order shall have an immediate effect.


Prof. Syeda Afshana
Director

No. EMMRC/343A/KU/26
Dated: 01-09-2026

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