



# CENTRE FOR SPONSORED RESEARCH AND CONSULTANCY

(Formerly Centre for Technology Development and Transfer)

ANNA UNIVERSITY, CHENNAI - 600 025



**DR S BALASIVANANDHA PRABU**

PROFESSOR AND DIRECTOR

**Lr.No. 2526IN0198/CSRC**

**Date: 10.01.2026**

## CIRCULAR

To

All the Deans of Campuses,

All the Dean of Regional Campuses and Constituent Colleges,

All the Directors of Centres / Institutes,

All the Head of Departments

Dear Sir / Madam,

**Sub:** CSRC – Claim Bills Financial Year 2025-2026 – Submission of Bills  
– Intimation – Issued – Regarding.



The staff members are requested to submit the claim bills for payment at CSRC on or before **20.02.2026 (Friday) at 5:45 p.m.** in order to complete the payment of bills through intra-bank transfer / NEFT transfers and Tally entries before the 2025-2026 financial year-end.

It is requested to ensure that the necessary arrangements are to be made to present the claim bills as early as possible before 20.02.2026. The bills submitted after the last date will not be admitted for the Financial Year 2025-2026.

Your cooperation of adherence to the last date is highly solicited.

  
**DIRECTOR**

### **Copy to:**

1. To all the Faculty members (through e-mail)
2. The Director RCC (with a request to communicate to all the staff members of CEG/ACT/MIT/SAP/Regional Centres / Constituent Colleges through mail)
3. PS to Vice Chancellor
4. PA to Registrar
5. CSRC Staff members