

**The Maharashtra Universities  
Account Code**



## PREFACE

It gives me great pleasure to present a Common Account Code applicable to all non-agriculture universities in Maharashtra. Though the accounting principles are same everywhere, the procedure followed in every university is different. However, it was felt necessary to have an unique and common accounting procedure for all the universities. The meeting of the Finance and Accounts Officers of all the non-agriculture universities was called in this first meeting it was decided by all the Finance Officers, that the account code prepared by Shivaji University Kolhapur should be considered as a base, and with necessary amendments, it could be converted into a Common Account Code for all the universities.

On detailed deliberation, regarding the suggestions and comments received from all the universities on the draft common Account Code, necessary amendments were carried out and a final draft code was prepared and it was sent to all the universities for approval of the university authorities by Director of Higher Education. The final draft was then submitted to Finance Department for approval of the Govt. The Finance Department had asked the Director of Accounts and Treasuries to go through the draft and give their remarks on it. The Director of Accounts and Treasuries, Maharashtra State, Mumbai and the Finance Department has raised certain queries which were sent to Finance & Accounts Officer, Shivaji University, Kolhapur for necessary compliance. These queries and the compliance were discussed and approved by all the Finance Officers in their meeting held at Nagpur on 25 & 26 September, 2009. The final draft was then sent to Government for approval and implementation.

After such a long process and thorough examination of the system, this Account Code is prepared for which I do appreciate the efforts taken by all the Finance & Accounts Officers of non-agricultural universities, Director of Higher Education and I specially acknowledge the efforts and initiatives taken by the

Finance and Accounts Officer, Shivaji University, Kolhapur. I also appreciate an efforts of my colleague Dy. Secretary, Shri Rajaram Jadhav who has taken keen interest to complete the process for preparation of Model Common Account Code.

The objective of this Account Code is to make accounting procedures as clear and useful as possible. There are no unified rules for accounting procedure in all the universities. General accounting principles are being adopted by them. That's it was felt necessary to have a unified common procedure in all the universities who are governed by Maharashtra Universities Act, 1994. It defines general responsibility and accountability of the employees and authorities of the University. The unique feature of this Account Code is its suitability for the computerised system which is a need of the time. This will bring transparency in the accounting procedure of the universities.

As the procedures will similar in all the universities, it will be very much convenient for the state Govt. and audit authorities to exercise effective financial control.

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## CHAPTER - I

### GENERAL PRINCIPLES

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- 1.1 (a) This code shall be called as **'The Maharashtra Universities Account Code'** and shall come in force from **1<sup>st</sup> April, 2012.**
- (b) These rules are made by the Government of Maharashtra in accordance with its statutory responsibility for the proper control of the finances of the Universities as laid down in Maharashtra Universities Act, 1994.
- (c) The rules and financial procedures laid down in this Account Code apply to the conduct of all the financial affairs of the University and to all bodies included in the University's Annual Audited Financial Statements, irrespective of the source of funding.
- 1.2 The primary objective of the regulations is to ensure proper use of finances and resources in a manner which satisfies the University's requirements for accountability, internal control, and the management of financial risk; and also fulfils any legal or financial obligations laid down by the Maharashtra Universities Act, 1994 and other funding agencies.
- 1.3 (a) These rules and regulations are accessible on the University Website.
- (b) Compliance with these rules and regulations is a requirement for all employees and officers of the University, irrespective of whether their appointment is financed by Salary Fund, General University Fund, Research Grants and Contracts or trust or other funds. It is also obligatory for all those, neither directly employed by nor officers of the University who have responsibility for the administration or Management of University Funds.
- 1.4 **Definitions**
- In this Account Code, unless there is anything repugnant in the subject or context
- (a) 'Act' means the Maharashtra Universities Act, 1994.
- (b) 'Bank' means the State Bank of India or any **nationalised or any scheduled Bank** in which the funds of the University may be kept.
- (c) Budget means, a statement showing **probable income and expenditure** of a financial year.



- (d) Budget Controlling Officer, is the officer who is authorised to accord administrative approval under a specific budget head.
- (e) 'Code' means the Maharashtra Universities Account Code 2012.
- (f) 'Financial Year' means the year beginning with the 1<sup>st</sup> of April and ending on the 31<sup>st</sup> March of the following calendar year.
- (g) Finance Committee means the Finance and Accounts Committee of the University.
- (h) 'Form' means specimen formats appended to this Code.
- (i) Head of the Department means, a person, who is designated as Head of the Academic Department.
- (j) 'Management Council' means Management Council of the University.
- (k) 'Re-appropriation' means transfer of funds from one budget head to another.
- (l) 'Recurring Charge' means a charge, which involves a liability beyond the financial year in which it is originally sanctioned.
- (m) 'Recurring or Revenue Expenditure' means an expenditure incurred more than once in a financial year and which is not of a capital nature.
- (n) 'Non-Recurring or Capital Expenditure' means an expenditure incurred on capital items.
- (o) Sectional Head, is the person, in-charge of the administrative section of the University.
- (p) 'Suspense Account' means the head of the account under which transactions of a temporary character, which are not to be adjusted forthwith in the accounts, as final receipts or outlay or the correct classification of which cannot be determined, are recorded.
- (q) The term 'works' when used by itself in a comprehensive sense applies not only to works of construction and repairs but also to other individual objects of expenditure connected with the supply, repairs and carriage of tools and plants and other objects.
- (r) In this Account Code wherever designation is mentioned, in the absence of the said officer, the officer so designated by the concerned University shall be authorized to perform duties mentioned therein.

1.5 All other terms and expressions in this code will have the same meaning as in the Maharashtra Universities Act, 1994. (Maharashtra Act No. XXXV of 1994).

- 1.6 Accounting of the University shall be on a financial year basis, the financial year commencing on 1<sup>st</sup> April and ending on 31<sup>st</sup> March.
- 1.7 The accounts of the University shall be maintained on cash basis.
- 1.8 Every Budget Controlling Officer is required to undertake reconciliation of receipts and expenditure at the end of every two months with the Cash-book Unit of the Finance Department. On agreement, the reconciliation statement shall be signed by Budget Controlling Officer as well as the officer designated for this purpose in the Finance Department.
- 1.9 Every officer/employee incurring or authorising expenditure from the University Funds shall be guided by high standards of financial propriety. Among the principles on which emphasis shall be laid are the following: -
- (i) Every officer/employee of the University shall exercise the same vigilance in respect of expenditure incurred in connection with the transactions of the University, as a person of ordinary prudence would exercise in respect of expenditure of his own money.
  - (ii) The expenditure shall not be prima-facie more than what the occasion demands.
  - (iii) No authority shall exercise its powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage.
  - (iv) The amount of allowances granted to meet expenditure of a particular type shall be so regulated that the allowances are not on the whole a source of profit to the recipients.
- 1.10 Any officer/employee of the University on whom financial delegation has been made shall not incur any expenditure which is likely to involve at a later date expenditure beyond the power of his sanction.
- 1.11 No officer/employee shall without previously obtaining extra funds incur liability in excess of the amount provided in the budget under the respective heads of accounts. Where the officer exceeds the grant, he shall be held personally responsible for the same.
- 1.12 Whenever an individual who has responsibility for the administration or management of University Funds as a personal interest in a matter concerning such funds which is to be discussed at any meeting of the University Body, he or she must;
- (a) declare an interest before the meeting or at the meeting before discussions begin on the matter,

- (b) be absent from the meeting for that item unless expressly invited to remain present in order to provide information,
  - (c) not be counted in the quorum for that part of the meeting; and
  - (d) be absent during the vote and have no vote on the matter
- 1.13 Responsibility of internal control within a budgetary unit rests with the head of that unit, who shall ensure that appropriate and adequate arrangements exist to safeguard all assets; that University policies, including the regulations and financial procedures are complied with; and that records are maintained in as complete and accurate a form as possible.
- 1.14 Every expenditure requires an administrative approval by the competent authority as mentioned in the delegation of powers. All sanctions to expenditure shall indicate the details of provisions under the relevant budget head wherefrom expenditure is to be met. A sanction order shall come into force from the date of issue unless any other date is specified therein.
- 1.15 All moneys received by or on behalf of the University either as dues of the University or for deposit or otherwise, shall be brought into University account without delay. The sums received shall forthwith be paid into the authorised bank and appropriation of departmental receipts towards expenditure shall be strictly prohibited.
- 1.16 Account Administration is responsible for opening, closing and assigning numbers to most University accounts; budget, approval (approving expenditures and commitments against accounts); preparing periodic financial statements and account billings as required; processing journal entries (other than internal charges); responding to queries regarding transactions against accounts, accounting policies and procedures and account status.
- 1.17 Private cash or accounts of the members of the staff shall not be mixed up with the University cash or accounts under any circumstances.
- 1.18 No duplicate copy of a receipt for money received, or of a bill or other document for the money already paid, shall be issued on the ground that original has been lost. If any necessity arises for such a document, a certificate may be given that on a specified day a certain sum on a certain account was received from or paid to a certain person.
- 1.19 The accounts and financial records of the University shall be maintained in the prescribed forms and registers. Every officer is personally responsible for the money which passes through his hands or is paid on his behalf and for proper

records of receipts and payments in the prescribed account as well as for the correctness of the account in every respect.

- 1.20 (i) No addition or alteration in or modification of any register or form prescribed in the Code or introduction of any new form shall be made without the prior sanction of the Management Council through Finance Committee.
- (ii) For administrative convenience, however, such registers as may be subsidiary to the account books prescribed in the Code may be maintained but such registers will not be recognized as account books prescribed under the Code.
- 1.21 The accounts of the University shall be maintained separately for each Financial Year.
- 1.22 All books of accounts and registers shall be properly bound. No account shall be prepared on loose sheets or in loosely bound volumes.
- 1.23 The pages of all account books shall be serially numbered and each page shall bear a stamp of the University. The Head of Unit shall record on each book a certificate of the number of pages it contains.
- 1.24 Every correction or alteration in accounts shall be made neatly in red ink (a single line being drawn through the original entry to be corrected) and attested by the dated initials of the officer drawing the bill or person preferring the claim, while those in the pay orders shall be similarly attested by the officer signing them. Erasures shall be absolutely forbidden and no document with an erasure shall be accepted.

#### **Account of Receipt Books**

- 1.25 An account of the receipt books, forms and similar articles having money value brought to stock by the University shall be maintained in the prescribed Form. The following instructions regarding maintenance of the account of receipt books shall be strictly observed: -
- (i) The stock of receipt books, forms etc., shall be in the custody of the respective Head of section who shall arrange to maintain an account thereof. Receipt books, chequebooks etc., pertaining to different departments shall be recorded on different pages.
- (ii) As soon as the books are received from the Receipt Unit of the Finance Department, the total number of receipts contained in each book shall be examined and certified by the Head of Unit on the reverse of last page of the book. Where the number of receipt books is large such certificate shall be recorded before a receipt book is issued for use. All the receipt books duly

certified will then be recorded in the main stock register of the receipt unit of the Finance department, and will be countersigned on the last page by the officer so designated in the Finance department.

- (iii) Not more than one receipt book shall be issued to the collection staff at a time unless it is immediately required for use. Fresh issues shall not be made until after the completed books are returned and when this is not always possible, the return of the book immediately after completion shall be watched separately.
  - (iv) The note of every issue of a receipt book etc., in the register and its return after completion shall be attested by the clerk maintaining the account.
  - (v) The books shall be issued in a serial order, the number of receipts contained therein being noted in the register.
  - (vi) Unless the partly used receipt books are brought into use during the next year, the unused receipts therein shall be cancelled at the close of the financial year and an endorsement to that effect shall be made by the Head of Unit.
  - (vii) On receipt of the completed books or during inspection, the entries therein shall be carefully scrutinised by the Head of Unit or some other officer duly authorised by him and the originals of receipts there in shall be counted to see that none have been removed or misused and a certificate to that effect shall be recorded on the reverse of the last original receipt. Erasures and corrections shall be critically scrutinised and the used books shall be kept in the custody of the Head of Section for the purpose of annual audit.
  - (viii) It will be the responsibility of the head of the concerned section to see that money collected daily shall be deposited in the bank on the next working day, and to ensure the reconciliation with the finance department. Controlling officer will periodically countersign the daily receipt register.
- 1.26 Actual physical verification of the stock of receipt books shall be carried out twice a year (last week of September and March) by the Head of the Unit or the Assistant Registrar, as the case may be, and a certificate to that effect recorded in the stock register under the signature of the person conducting the verification. The same shall be submitted to his/her higher officer for the counter signature. Physical verification of the stock of the receipt books shall be carried out by the Inspecting Officer at the time of inspection of the concerned section.

### **Expenditure**

- 1.27 The following shall be the general principles governing all expenditure to be incurred from the University Funds.

- (i) That there shall be provision of Funds authorised by competent authority fixing the limits within which expenditure can be incurred.
  - (ii) That the expenditure incurred shall conform to the relevant provisions of the Act, Statutes, Ordinances and Regulations and Rules framed by the various authorities of the University.
  - (iii) That there shall exist administrative sanction, either special or general, accorded by the competent authority, as prescribed in the delegation of powers, (appendix - I) authorising the particular item of expenditure.
- 1.28 All the sub vouchers attached to the voucher, shall be duly certified. An officer who signs or countersigns a certificate is personally responsible for the facts so certified.
- 1.29 No money shall be drawn from the bank unless it is required for immediate disbursements. It shall be objectionable to draw money and to keep it in deposit to avoid lapse of budgeted grant.
- 1.30 All transactions involving giving and taking of cash, stores, other properties, rights, privileges and concessions, which have monetary value shall be brought to account under proper head. Every University officer is personally responsible for the money which passes through his hands and for the proper record of receipts and payments in the prescribed accounts as well as for the correctness of the accounts in every respect.
- 1.31 All bills shall be prepared in the printed forms/computerised forms stating full particulars as regards the amount, the name of the payee and the nature of claims so as to be amenable for the identification at any later date. The bills shall be prepared and signed. The amount of the bill shall be written in words as well as in figures.
- 1.32 When a bill is presented on account of charges incurred under special orders, the order sanctioning the charges shall be quoted in the bill. Copies of sanctions accompanying the bill shall be duly certified as true copies by the Head of Unit.
- 1.33 The payment shall be made only on an order signed by a person authorised to do so. Dates of payments shall, wherever possible, be noted in the acknowledgement. If for any reason, it is not possible to note the date of payment by the payee, the date of actual payment shall be noted by the person responsible for making the payment under his initials. In the case of payment made in cash, the fact shall be invariably recorded in the receipt by the payee.
- 1.34 Every voucher shall ordinarily bear or have attached to it an acknowledgement of the payment signed by the person for whom or on whose behalf the claim is

presented. No payment shall be made in the absence of the necessary acknowledgement. If a voucher is lost, a certificate of payment prepared in manuscript and signed by the disbursing officer and endorsed, if necessary, by his superior officer shall be placed on record. Full particulars of the claim shall invariably be set forth.

- 1.35 In the case of payment made by remittance through the post office, the postal money order receipt shall be kept with the voucher. In case of payments for articles received by V.P.P., the value payable cover together with the invoice or bill showing the details of the items paid for, shall be kept with the voucher.
- 1.36 The holder of an imprest advance shall be responsible for the safe custody of the money placed in his hands, and he shall at all times be ready to account it by producing the relevant vouchers or cash or both.
- 1.37 All bills presented for payment shall be examined by the Internal Audit Unit of the Finance department, and passed for payment by the officer as mentioned in the Delegation of Powers, who, if the claim is admissible, if the authority is proper, if the signature is true and in order and if the receipt is a legal acquittance, make an order under his signature to pay on the bill. The order shall specify the amount payable both in words and in figures. Auditors in the Internal Audit Wing will check all the vouchers and either they will pass the bill or send them back with an objection, to concerned section. All the passed bills shall be signed by the officers as mentioned in the delegation of powers. All the bills under objection shall be signed by the superintendent of the internal audit Unit.
- 1.38 All passed bills shall be sent to cheque drawing section, for drawing cheques. All the cheques shall be signed by the officers empowered as per Delegation of Powers .
- 1.39 Every claim received in the University office shall be checked before payment in the following manner -
  - a) In case of Academic Departments, claims shall be received in the concerned department, and after taking necessary entries it shall be sent to Academic Departments Bills Unit.
  - b) All other claims for supply of material shall be received in Stores Section.
  - c) All works claims, all other claims pertaining to administrative sections and refund claims shall be received in Works and General Bills Unit.
  - d) All pay claims, honorarium claims, G.P.F advance bills shall be received in Pay Bill Unit.

- e) All claims pertaining to examination expenditure shall be received in Examination Bills Unit.
- 1.40 All proposals for administrative sanctions shall be routed through proper channel. In the case of the academic departments, proposals for administrative sanction shall be routed through the Academic Department Bills Unit. In case of administrative and other departments proposals for administrative sanction shall be routed through the Incharge officer of the concerned department.
- 1.41 All transactions involving fractions of a rupee shall be rounded off to the nearest rupee. Transactions in the form of paisa are not allowed.
- 1.42 Recoveries of over-payment made during the current year shall be adjusted by deduction from the current year's charge under the detailed head previously overcharged as follows:-
- (i) If the recovery is made by a short payment of an item chargeable to a head under which the previous overpayment occurred, no further adjustment is necessary, as the short payment is set off against the excess payment.
  - (ii) If the recovery is made in cash, the amount shall be taken to the credit of the concerned expenditure head and the expenditure will stand reduced.
  - (iii) If the recovery is effected by short payment of an item chargeable to a head other than that under which the excess payment was previously made :-
    - (a) The total payment, i.e. the net amount actually paid plus the amount short paid shall be entered under the head to which the payment pertains, and
    - (b) The amount short paid shall be taken as credit item under the concerned expenditure head.
- 1.43 Recoveries of such overpayments made in a subsequent year, except in respect of works in progress, shall be accounted for under the relevant receipt major head or under the head "Miscellaneous receipt". In the case of works in progress, the recoveries shall be taken as reduction of expenditure so long as the accounts of the work are open.
- 1.44 No claim against the University which are not presented within the time limit prescribed hereunder will be entertained: -
- (a) No claim for the payment of travelling and halting allowance will be entertained after a lapse of six months from the date on which the tour is over.
  - (b) Claims for payment of travelling and halting allowance after a period of six months to one year, from the date, on which, the tour completed will be entertained with the approval of Hon'ble Vice-Chancellor only.



- (c) Payment of remuneration for examination claimed beyond one year from the date of examination results will be considered as lapsed.
  - (d) Scholarships not claimed within 12 months from the date of their becoming due shall lapse to their respective funds.
  - (e) A claim of Rs.2500/- or less shall be lapsed after the expiry of 12 months from its becoming due.
  - (f) A claim exceeding Rs.2500/- shall be lapsed after the expiry of six years from its becoming due.
- Finance Committee of the University shall be competent to accord sanction for all above lapsed claims.
  - All above lapsed amounts shall be credited to university fund as a Miscellaneous Receipt.
- 1.45 No Cheque shall be signed unless required for immediate delivery to the payee or drawn in favour of a person other than the actual payee.
- 1.46 Any correction or alteration in cheques shall be authenticated by the signatory of the cheque under his/her signature.

#### **Audit**

- 1.47 The University's audit arrangements are required to be in accordance with the practice of the internal audit wing and the statutory auditors. Guidance on internal control procedures is available from internal audit wing.
- 1.48 The sub-committee of the Finance & Accounts Committee whose members are appointed by Finance Committee shall review the compliance of audit report conducted by statutory auditor and by Accountant General.
- 1.49 **Internal Audit :**
- (a) There shall be an internal audit wing who will audit all bills before making payment.
  - (b) Internal audit has an unrestricted right of access to all vouchers, documents, books of accounts and computer data and to any other information which is considered relevant to its enquiries and which is necessary to fulfill its responsibilities.
  - (c) This includes the right to verify assets and right of direct access to any employee or person responsible for the administration or management of University Funds with whom it is felt necessary to raise and discuss such matters.

- (d) Management Council shall decide from time to time on the recommendations of the Finance Committee whether the internal audit function shall be performed by University employees or outsourced.

**1.50 Statutory Audit :**

- (a) The Management Council shall appoint the University's Statutory Auditors.
- (b) The Competent Authority may appoint an External Auditors if required.
- (c) The Statutory auditors audit the Annual Financial Statement of the University and report to the Vice-Chancellor as to whether or not in their opinion, those statements give a true and fair view of the State of the financial affairs of the University and its related bodies at the balance sheet day and of their income and expenditure for the financial year.
- (d) The Statutory auditors have unrestricted right of access to all vouchers, documents, books of accounts, computer data and other information.
- (e) This includes the right to verify assets and right of direct access to any employee or person responsible for the administration or management of University Funds with whom it is felt necessary to raise and discuss such matters.
- (f) The Statutory auditors may visit to any budgetary unit.
- (g) The Statutory auditors will submit their primary observations in the form of 'half-margin memo' to the Head of the Unit on (budgetary unit) at the time of audit. The sectional Head will reply on the 'half-margin memo' and return it within three days of its receipt. The auditors will finalise their observations after considering the replies given to the 'half-margin memos'.
- (h) The audit report so finalised will be submitted to the Sub-Committee of the Finance & Accounts Committee. The sub-committee will review the compliance submitted by concerned section and will have power to recommend to drop the audit objection- current as well as old.
- (i) The annual accounts and audit report along with the compliance and recommendations of the sub-committee will then be resubmitted to the Finance & Accounts Committee and Management Council who will recommend the same to the Senate for its final approval.

**Accounting Records and Annual Financial Statements**

- 1.51 Advice on accounting matters may be sought from the Finance and Accounts officer in the first instance.

- 1.52 Accounting Records every Head of Budgetary Unit shall ensure that all moneys under the Unit's control are kept safely, and are used only for the purposes for which they are approved; and that all transactions are properly recorded in the University's accounting system.
- 1.53 New Budgetary Units.
- (1) A new Budgetary Unit may only be established on the authority of the Management Council on the recommendations of the Finance & Accounts Committee.
  - (2) No resources from departmental funds may be transferred between bodies without the permission of the appropriate authority.
- 1.54 (1) Annual Accounts-The Finance & Accounts Committee, and Management Council shall consider and adopt audited annual financial statements of the University for each year; and recommend to the Senate for its final approval.
- (2) Heads of Units shall provide such information as the Finance & Accounts Committee may require to enable it to prepare the annual financial statements.
  - (3) The Chief Accountant or an officer to whom the work is assigned, the Finance and Accounts Officer, Statutory Auditor and the Vice-Chancellor shall sign the annual accounts of the university.

#### **Banking Arrangements**

- 1.55 (1) All moneys received by the University are to be regarded as income of the University.
- (2) University income includes all moneys made available to individuals on the basis of their association with the University.
  - (3) All University income must be paid into a University bank account promptly and be properly accounted for.
  - (4) No personal accounts may be used to divert any moneys received by the University.
- 1.56 (1) The setting up of University bank accounts, including the mandate for each account and subsequent changes to the mandate, must be approved by the Vice-Chancellor on the recommendation of the Finance and Accounts Officer.
- (2) All such bank accounts shall be in the name of the Finance and Accounts Officer.

- 1.57 When a Budgetary Unit anticipates any future receipt or payment of foreign exchange, it shall notify the Finance Department and arrange to discuss how the foreign exchange risk can be reduced or avoided.

### **Receipts**

- 1.58 (1) Each Head of the department/Sectional Head who receives cash or cheques shall deposit the same in to University account immediately.
- (2) Concerned Head of the department/Sectional Head is responsible for the proper accounting of all receipts.
- 1.59 Those making payment to the University shall be advised that cheques are to be made payable to ‘Finance & Accounts Officer’ of the University.
- 1.60 The postal service and University Messenger Service must not be used to send cash.

### **Acceptance of Gifts**

- 1.61 (1) Benefactions and endowments made to the University may be given on trust.
- (2) In order to ensure that the University complies with any conditions attached to the benefaction or endowment, a University Trust Regulation must be made.
- (3) These Regulations shall be prepared by concerned section and submitted to the Management Council.
- (4) They will include the purpose of the fund, details of the management arrangements, and provision for subsequent amendment.
- 1.62 (1) Budgetary Units which solicit or are offered benefactions and endowments must have regard to the possibility that funds may emanate from illegal sources. They shall exercise particular caution:-
- (a) where, having been offered large donations from persons unknown to the Unit, they do not receive satisfactory replies to the further enquiries they make;
- (b) where donations are conditional on particular individuals or organisations being used to do work for the University;
- All such cases must be referred promptly to the Vice-Chancellor, and advice shall be sought from the Legal Advisor.
- (2) The donations once made shall not be refundable. The conditions of the donor shall not be contrary to the university interests.

- (3) Funds made available through Endowment Fund shall not have the effect of reducing the operating funds of the endowment amount, but shall enrich the original endowment fund.
  - (4) Decisions on how the interest from an endowment fund will be spent ultimately rest with the university, although it is understood that such decisions could be made on the recommendations of the donor.
  - (5) An agreement between donor and university in case of each endowment will include the following information – (a) how the fund will be used (b) the source of moneys for the fund (c) a mechanism for reporting to the donors on the allocation and utilisation of the funds (d) how the university will proceed with fund if it is determined that the original objectives of the donor can no longer be met.
- 1.63 (1) The following persons are authorised to give a valid receipt on behalf of the University :
- (a) the Finance and Accounts officer has authority without limit to accept money in respect of University Trust Fund;
  - (b) any other gifts in respect of which those given delegated authority may consider Management Council's approval necessary.
- (2) All acceptances under paragraph (1) (a) and (b) above shall be notified promptly to the Management Council for approval with details of the donor and the amount and purpose of the gift.
- 1.64 The detailed information regarding donors and donations/gifts, received during the financial year, shall be prepared and sent to Income Tax Department through Academic Departments Bills Unit in the prescribed format every year.
- 1.65 The funds of Budgetary Units may not be used to make charitable donations or grants.

#### **Borrowing**

- 1.66 (a) The University is competent to manage, deal with and dispose of its property as it thinks fit subject to provisions of the Act, and this includes the power to invest, the power to borrow (and to enter into contracts relating to derivative products ancillary to borrowings) and the power to charge its property as security.
- (b) In case of the property acquired as per Govt. directives shall be disposed off taking into consideration the conditions laid down by the Government.

1.67 No borrowing may take place (other than through the operation of an overdraft which is part of regular banking facilities), and no University assets may be offered as security for any borrowing, without the permission of Management Council. Before sanctioning such activities, Council will obtain and consider proper advice (which for these purposes shall mean, save where expressly authorised by Council to the contrary, advice from a suitably qualified, independent person) as to the necessity for the loan or security, the reasonableness of the terms, and the University's ability to repay.

#### **Investment**

1.68 The Investment Committee appointed by the Finance & Accounts Committee will decide the policy of investment of funds of the University.

1.69 No Budgetary Unit or trust fund of the University may invest independently in any securities or other investments.

1.70 In the exercise of its responsibilities, the Investment Committee shall have regard at all times to:-

- (1) the suitability (both generally and specifically) of particular investments to the University;
- (2) the need for diversification of investments; and
- (3) the need to obtain and consider proper advice (which for these purposes shall mean, save where expressly authorised by Management Council to the contrary, advice from a suitably qualified, independent person).

1.71 The Investment Committee may sanction the use of derivative products (and other similar financial instruments) provided that every such transaction is considered to be economically appropriate, and provided that their use is at all times ancillary to the investment process.

1.72 Once the investment policy, framed by the Investment Committee is approved by the Finance & Accounts Committee and Management Council, investments shall be made by the Finance and Accounts Officer with the prior sanction of the Vice Chancellor.

#### **Issue of Fresh Cheques**

1.73 The Superintendent or equivalent officer in charge of Cashbook Unit shall ensure that whenever a Cheque is reversed, the entry is supported by the actual cheque or an indemnity bond. The cheque reversed or the indemnity bond, as the case may be, shall be serially numbered as a credit voucher and filed in the credit voucher file.

- 1.74 As soon as a cheque is reversed, a note thereof shall also be simultaneously taken in the 'Register of Cheques Reversed'.
- 1.75 'Register of Cheques Reversed' shall be reviewed every month. Whenever a fresh cheque is proposed to be issued in lieu of the one previously reversed/cancelled, a fresh voucher shall be prepared by concerned unit, who had prepared original voucher. The fresh voucher shall indicate the folio number of the Cash Book on which the old cheque was reversed as also the folio number of the Cheque Reversed Register on which a note of the issue of the fresh cheques is taken. In case the old cheque was lost/misplaced, the advice of the bank regarding stop payment shall invariably be attached to the voucher. If the cheque is to be cancelled, the fact that no fresh cheque is to be issued shall be mentioned against the relevant column in the register.

#### **Stale Cheques**

- 1.76 The Superintendent or equivalent officer of the Cashbook Unit shall submit a report of all time-barred cheques on the tenth of every month indicating whether the intimations were sent to the parties concerned and shall take further actions to write back the cheques or issue fresh cheques under the orders of the Chief Accountant or Deputy Registrar.

#### **Cheques Lost or Misplaced**

- 1.77 If the cheque is lost or misplaced by the payee, the bank concerned shall be advised immediately to stop payment thereof. Normally a fresh cheque shall be issued only after the expiry of the period of six months from the date of issue of the cheque. Should the payee, however, desire the cheque to be issued to him earlier, it shall be issued only after the receipt of the advice from the bankers to the effect that they have taken note of the instructions to stop payment and on obtaining from the payee an indemnity bond duly executed by him.
- 1.78 If the cheque is, however, lost in transit, a fresh cheque may be issued to him merely on the strength of a simple undertaking to be given by him after the advice of stop payment is received from the bank. In all cases, before a fresh cheque is issued the original cheque shall be reversed and proper entries made in the cheque reversed register. The indemnity bond or the undertaking, as the case may be, shall be attached to the fresh voucher which shall contain the folio number of the cash book as also that of the cheque reversed register.

#### **Payment in Case of Death**

- 1.79 In case of death of the payee, the amount payable, shall be paid to his legal heirs. The claimant shall be asked to furnish the office with a certified copy of the

Probate/Succession Certificate/Letters of Administration, if any, obtained by him together with the original one which shall be returned to him after verification. In case he has not obtained any representation to the estate of the deceased, his attention may be invited to the following procedure-

- (a) Where the amount payable is less than Rs.10,000/- the same may be paid to the legal heirs of the deceased or to one heir if authorised by all the other legal heirs of the deceased, on the strength of a certificate that they are the sole legal heirs, issued by a Tehasildar, Government Gazetted Officer, Special Executive Magistrate or a Registrar/ Head of the Department (in case of the employee) and an indemnity bond duly stamped and executed by all the heirs.
- (b) Where the amount payable is over Rs.10,000/- but less than Rs.50,000/-, the payment of the dues may be made to the legal heirs of the deceased or to one heir if authorised by all the other heirs on an indemnity bond being executed in favour of the University on a stamped paper of the requisite amount by all the legal heirs of the deceased and two approved sureties and he shall be requested to furnish the office with an indemnity bond in the prescribed form executed in favour of the University on a duly stamped paper together with a certificate from a Tehasildar, Government Gazetted Officer, Special Executive Magistrate or a Registrar/Head of the Department (in case of the employee) to the effect that he is the sole legal heir to the estate of the deceased. In case there are more heirs than one, the certificate shall state that the claimants are the only legal heirs to the estate of the deceased.
- (c) A claim exceeding Rs. 50,000/- may be settled on production of succession certificate from the competent authority.

#### **Movement of Cash**

- 1.80 When the actual cash to be deposited or brought from the Bank is upto Rs.1,00,000/-, the Assistant Cashier and where there is no post of Asst. Cashier, a responsible person shall accompany the Peon.
- 1.81 When the actual cash to be deposited or brought from the Bank is more than Rs.1,00,000/- the Cashier and where there is no post of Cashier, a responsible person shall also take a watchman to the Bank in addition to the Peon. In the absence of a Watchman, the services of the Hawaldar may be utilised.
- 1.82 When the actual cash to be deposited or brought from the Bank, outside the University Campus, is over Rs.5,00,000/- the Cashier shall also accompany the Asst. Cashier/ responsible person, the Watchman and the Peon.
- 1.83 A transit insurance for the transactions mentioned in Para 1.80, 1.81, 1.82 shall be obligatory.



- 1.84 Office vehicle shall be provided to the Clerk/Peon, for carrying cash from bank, outside the University campus, when the actual cash to be carried is Rs.1,00,000/- and above.
- 1.85 Whenever any embezzlement or misappropriation of the University money or other valuables, or loss of money or stores etc., by theft, negligence or other wise is discovered, inquiry shall be made at once by the officer duly authorised by the Vice-chancellor in this behalf and the fact of embezzlement, misappropriation or loss shall be immediately reported by him to the Vice-Chancellor. When the matter has been fully inquired into, the concerned officer shall send a complete report to the Vice-Chancellor showing the total sum of money or value of stores etc., misappropriated or lost, the manner in which the misappropriation was effected or the loss occurred and the steps taken to recover the money or to punish the offenders and to prevent the recurrence of similar embezzlements or losses in future.
- 1.86 Preservation of Records :- The Accounts Records of the University may be classified broadly and be preserved as per guide lines -
- 1.87 Procedure for drawal of Advances from University Funds
- 1) All claims of advances shall be submitted to the competent officer for sanction. (as per Appendix – I )
  - 2) The amount of the advance is to be utilized specifically for the purpose for which it was sanctioned.
  - 3) Advances will generally be issued to the responsible person on the recommendations of the Head of the Sections / Departments. The responsibility for adjustment of these advances shall be on the Head of the Department / Section who recommended the advances. Register in prescribed form should be maintained by the Head of Department.
  - 4) No second advance or subsequent advances will ordinarily be granted unless the first advance for the same head of the account is fully recouped. However, in exceptional cases, the second advance may be granted with the specific approval of the competent authority.
  - 5) All advances except those for which specific time limit for refund/adjustment is provided elsewhere in the Rules, should, as far as possible, be settled within one month and in any case before the end of the Financial Year i.e. before 31<sup>st</sup> March of every year.

- 6) The unspent balance of the advance shall be remitted in to University account immediately after the purpose of the advance is over. In case of delay in remittance for more than seven days, penal interest at the rate specified by Management Council shall be charged on the unspent amount.
- 7) The drawal of advance should be against the budget provision.



## CHAPTER - II

# BUDGET

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### Introduction

- 2.1 Finance and Accounts Officer of the University is required to prepare and submit to Finance & Accounts Committee, annually the budget for the ensuing financial year and revised budget for the current financial year. Finance & Accounts Committee will recommend the budget to the Management Council for onward recommendation of the same to the Senate for its final approval.
- 2.2 All Heads of Units shall supply the Finance and Accounts officer, with any information requested for the University's annual budgets, by the dates stated by the Finance and Accounts Officer.
- 2.3 Delegated Budgets - Each section which receives or spends University funds is required before the end of October every year, to prepare a budget for the ensuing financial year, based on the actual receipts and expenditure of the last three years, and submit it to the Finance and Accounts Officer, who will compile it.
- 2.4 **Surpluses and Deficits –**
  - (a) Budgetary Units are required to keep their expenditure within the budget provision made available to them.
  - (b) A section /department may budget for a surplus or deficit for the year only if this is inconsistent with the strategic plan for the division, and agreed by Finance & Accounts Committee.
- 2.5 Budget for funds which are earmarked by the Funding Agencies from which they are received must not be in deficit.
- 2.6 If a (Budgetary Unit) section/department finds in the course of a year that it will be unable to achieve its budget and is likely to show a worsened outcome at the end of the year, it must submit details of the situation to Finance & Accounts Officer without delay.
- 2.7 The Finance & Accounts Committee shall allow the Budgetary Unit to exceed its budget only if it is satisfied that the Unit has plans in place to recover the position: every instance in which a Budgetary Unit is allowed to go over budget must be got approved by the Senate.

2.8 Vice-Chancellor shall have the right to re-appropriate the budget provisions, on the recommendations of the Finance and Accounts officer. All the cases of re-appropriation shall be submitted to the Senate through Finance & Accounts Committee and Management Council for its final approval, in the form of revised budget provisions.

2.9 The structure of the University Budget will be as per provisions of Maharashtra Universities Act 1994. Format for the budget may be got approved by the Management Council.

**2.10 The Budget may contain -**

- i) An Introductory Note or general remarks at the beginning which shall explain salient features of the items provided.
- ii) Budget at a glance.
- iii) Budget Abstract.

Budget will be made available preferably in the electronic form (CD/intranet/internet). In case hard copy is required by a Senate Member, who applies under his signature, it shall be supplied to the applicant.

**2.11 The Budget may contain separate columns for -**

- i) Code Number according to Unique Coding System.
- ii) Classification of Receipt/Expenditure according to heads of accounts including sub-heads.
- iii) Actuals for the previous one year.
- iv) Budget Estimates for the current year.
- v) Revised Budget Estimates for the current year.
- vi) Budget Estimates for the ensuing year.

**2.12 Budget Schedule -**

The Finance and Accounts Officer under the direction of Finance and Accounts Committee shall prepare the draft budget estimates on the basis of the details furnished by the officers of the University and Heads of Academic Departments and Auxiliary Services.

- i) The skeleton forms of the Budget Estimates shall be prepared by all the budget controlling officers and shall be submitted to Finance department before 15<sup>th</sup> of October. After the scrutiny of all these demands by sub-committee of Finance and Accounts Committee the preliminary budget will be prepared

by Finance and Accounts Section up to 15<sup>th</sup> December after the meetings with all Heads of Administrative, Academic and other departments / sections.

- ii) The draft budget estimates shall be placed before Finance and Accounts Committee for the recommendation to Management Council before 31st January.
- iii) The draft budget estimates recommended by the Finance and Accounts Committee shall be placed before Management Council for approval and recommended to the Senate for the approval before 15th February.
- iv) The budget estimates recommended by the Management Council shall be placed before the meeting of the Senate to be held in March for final approval.
- v) A demand for additional funds (Supplementary budget) shall be prepared and placed for sanction of the Senate.

**2.13 The following instructions shall be carefully observed in the preparation of the budget estimates :-**

- i) The aim shall be to achieve as close an approximation to the actuals as possible. The provision to be made will depend on the nature of the items of expenditure.
- ii) As the University accounts are maintained on cash basis, the estimates shall take into account only such receipts and payments as are expected to be actually received or made in the budget year.
- iii) The heads of account shall not be unnecessarily multiplied.
- iv) Normally no lump sum provision shall be provided for any service or scheme.
- v) In the case of schemes financed by outside agencies either fully or partly, the estimates shall indicate the sources and the estimated contribution.
- vi) New items which are approved and included in the budget shall be highlighted by giving brief notes.
- vii) The budget estimates under detailed heads shall be rounded to the nearest thousand rupees. Ordinarily, provisions amounting to Rs.500/- and above shall be rounded to Rs.1000/- and those below Rs.500/- shall be omitted.
- viii) In regard to estimates of expenditure of each General Administration, Academic Department and Auxiliary Service Unit shall be divided into two parts viz. Capital Expenditure and Revenue Expenditure. Moreover, the subheadings of Capital Expenditure and Revenue Expenditure shall be common as far as possible.

- ix) The estimates of Construction or Renovation of building works shall be divided into three sub-headings viz. Civil work, Electric work and Furniture considering variations in the rates of depreciation on these items.

#### **2.14 Revised Estimates :**

The revised estimates shall be prepared with reference to the actuals up to 31st October and submitted to the Management Council through the Finance and Accounts Committee in the following form along with the estimates for the ensuing year.

- (i) Major head, sub-head etc.
- (ii) Budget estimates for the year.
- (iii) Actual receipts/expenditure up to 31st October.
- (iv) Probable receipts/expenditure for the remaining period of the year.
- (v) Revised Estimates for the year.
- (vi) Estimated increase (+) or decrease (-) compared with original budget estimates.
- (vii) Reasons for revision / variation.

#### **2.15 Reappropriation:**

- (i) The provisions incorporated in the Budget Estimates specify the limits for the amounts of expenditure which can be incurred on the services or items specified. Within the overall limits it may not always be possible to stick exactly to the amounts allotted under the subordinate heads and there may be saving available under some sub-heads while under other there may be excesses. It is possible to meet the latter by utilising the former. This procedure is known as reappropriation.
- (ii) The procedure for reappropriation from one budget head to another shall be as under -
  - (a) The Vice-Chancellor is authorised for reappropriation as per the recommendation of the Finance and Accounts Officer.
  - (b) As far as possible the consent of the officers / heads of both sections / Departments concerned may be obtained.
  - (c) The changes made due to reappropriation shall be put before the Finance and Accounts Committee and the Management Council for information.
  - (d) The changes in budget estimates made due to reappropriation shall be mentioned in the column of 'Revised Budget Estimates'.

- (iii) The following general conditions shall, however, be kept in view while proposing the reappropriation -
- (a) Expenditure which is not provided or contemplated in the Budget Estimates and sanctioned by the Senate normally may not be met by reappropriation.
  - (b) No reappropriation may be made to meet any expenditure which is likely to involve further outlay in future years.
  - (c) No reappropriation from provision for non-recurring expenditure is permissible in order to provide for additional recurring expenditure.
  - (d) No reappropriation shall be made to utilise the savings or to meet the excess in respect of the provision for pay and allowances for sanctioned posts.



## **WORKING OF FINANCE DEPARTMENT**

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Organogram of the Finance Department will be as per Appendix–IV-(A)

Working of Finance Department is divided in following Units –

1. Receipt Unit
2. Payment Unit
3. Books of Accounts Unit (Cashbook Unit )
4. Pay bills and Provident Fund Unit
5. Examination Bills Unit
6. Works and General Bills Unit
7. Academic Departments / Schools Bills Unit
8. TADA Bills Unit
9. Bills Passing Unit
10. Budget Unit
11. Purchase and Stores Unit
12. Internal Audit Unit

A software for Finance department is developed / being developed in the University, Finance and Accounts Officer shall be the Database Administrator of this system. He will authorise access to employees considering their nature of work.

Working of all these sections is elaborated as under –

1) **Receipt Unit**

- 3.1 The Superintendent/Assistant Superintendent or equivalent shall be in-charge of the Receipt Section and shall be responsible for the custody and accounting of all cash, cheques, demand drafts, pay orders, postal orders, blank receipt books etc. He shall also be responsible for all cash transactions of receipts collected at counter.

**Receipts**

- 3.2 The stock of all receipt books shall remain in the custody of the Superintendent/ Assistant Superintendent or equivalent. He shall, with the help of the Assistants, arrange to maintain an account thereof. The account of the receipt books pertaining to the different Departments or transactions shall be recorded on the different pages of the stock register. The account shall be maintained in the manner specified in this code.



- 3.3 As all the cash transactions are done through the Bank, no printed receipt books will be used for collection in the Receipt Section. In case if any department/section requires the receipt book, the same shall be supplied by the Receipt Unit. No department shall get it printed directly from the Press. The receipt book will be certified and signed on the last page by the Superintendent/Assistant Superintendent or equivalent of the Receipt Unit before it is issued for actual use.
- 3.4 An official computerised receipts shall be issued for all moneys received on behalf of the University including money orders, postal orders, Cheques, Demand Drafts etc., and transfers from one fund to another by cheque. No amount shall be deposited directly into the bank without issuing a receipt for the same. In issuing the receipts for cash, the clerk concerned at the counter shall prepare a challan requesting the bank authorised to collect money on behalf of University, to accept money from the concerned person, who will deposit the money in Bank. The challan shall be treated as a receipt only after the amount is remitted in the bank and the challan is signed by the bank authority, and the entry is taken in the scroll submitted by bank to University. In case of the cheque/draft/postal order etc. final receipt will be issued by the Receipt Section, which will be subject to the realisation of the cheque/draft. Concerned clerk shall also ascertain and record the head of account to which the amount shall be credited and put his signature on the challan/receipt issued by him. In case, an amount is received without any particulars, it shall be credited to "other receipts" (suspense account) in the first instance. As soon as particulars of the remittance are received, the amount shall be transferred from the suspense account to the correct head of account for doing the needful in the matter.
- 3.5 When bank is not transacting the normal business as mentioned in the para above, the cash transactions will be carried out at the cash counter of the University using the computerised programme designed for this purpose. A Cash Receipt shall be issued for the cash collected at Counter. The cash so collected shall be reconciled at the end of the day and the same shall be deposited in the bank on the next working day . In case of failure of the computer system, the printed receipt books shall be used at the counter.
- 3.6 No advance receipt shall be issued unless it is required under the rules of Government, or required by the funds releasing authority, and is authorised by the Superintendent/Assistant Superintendent or equivalent who shall put his initials thereon. Such receipts, if allowed to be issued, shall be taken note of by the clerk concerned, in a separate register to be maintained by him for the purpose. Chief Accountant/Dy. Registrar/ the officer designated for this purpose, shall actually verify that all the amounts for which advanced receipts are issued, are duly credited on the dates mentioned against each entry.

- 3.7 At the end of each month, the classified collection register shall be closed and submitted to the Chief Accountant, by the Superintendent/Asst. Superintendent or equivalent after recording therein a certificate to the effect that he has verified that all the amounts shown therein were actually received and credited on the dates mentioned against them except those mentioned separately.
- 3.8 The Receiving Clerk shall in no circumstances keep any amount with him, whether cash/cheques/drafts/money order /cash warrant/I.P.O, etc. -at the close of the day. In case, for want of particulars or for any other valid reason, no receipt could be passed on the same day, such amount/DD/Cheque/IPO shall be handed over to the Superintendent/Assistant Superintendent or equivalent, at the close of the day. All the cheques/Demand Drafts and IPOs shall be deposited in the bank on the next working day.
- 3.9 All application forms received at the counter shall be entered in separate registers to be maintained for the purpose, quoting the receipt number/challan number under which the same are received. The applications will then be delivered to the units/sections concerned and their signature obtained in the said register. Separate registers shall be maintained in respect of (a) Applications for admission to various University examinations in the form already prescribed for the purpose, (b) Registration for the P.G. studies, (c) Convocation fees etc. A similar register shall also be maintained in respect of all kinds of fees for which the application forms are not received but only cheque/D.D. is received at the counter. In these cases, cheque/D.D. shall be deposited to receipt head "Other Receipt" and the candidate shall be reminded to submit the form. In case there is no response from the candidate within a reasonable time, the amount shall be refunded.
- 3.10 In the case of receipts in foreign currency, the amount shall initially be credited to the suspense account. A separate pay-in-slip shall invariably be used in respect of each receipt pertaining to the suspense account. The concerned papers shall be sent to the Assistant Registrar in charge. He shall note down the exact amount realised against the receipt in Suspense Register. The exact amount will then be transferred to the respective funds and the balance amount disposed of according to the instructions from the respective Departments. The counter clerk shall take note of all remittances received in foreign currencies in a separate register recording therein the name of the party, from whom received, the amount received, the amount realised and how disposed of.

#### **Remittances of Daily Collections**

- 3.11 The Superintendent/Asstt. Superintendent shall ensure that the amount collected at counter is remitted to the bank on the next working day on which it is collected and a receipt for the same obtained from the counter of the Finance department.

The remittance shall be accompanied by the relevant receipt books and the Collection Register in which particulars regarding : receipt numbers issued, the amount collected and the budget head creditable shall be recorded. In case no receipt could be issued for any amount received by them, for want of particulars, such amount be separately handed over to be held in suspense, but under no circumstances shall the day's collections be allowed to be kept by the clerk/any other person concerned in the Units/ Sections/ Departments.

- 3.12 Where a separate bank account is opened to enable the Section/ Department/ Hostel to credit the amount immediately, the amount shall be deposited by the person concerned on the same day where possible or on the day following the day on which it is collected through a challan issued by the counter clerk and the collection register shall be reconciled with the finance department at the end of every month.

#### **Checking of Daily Collections**

- 3.13 It shall be the duty of the Superintendent/Assistant Superintendent to check the collection register with the bank scroll and ensure that the total collection remitted is in agreement with the total number of receipts issued. He shall put his initials on the last page of the collection register in token of his having checked the same. In case where the amount is directly deposited in the bank by the Department the same shall be verified with reference to the bank scroll, and the fresh receipt shall be prepared for the purpose of the cash book transactions. In case of discrepancy or omission to deposit the amount regularly, the attention of the Department/ Section/Unit concerned shall be drawn immediately and its explanation called for. The matter shall also be reported to the FINANCE AND ACCOUNTS OFFICER.
- 3.14 The Superintendent/Assistant Superintendent shall call for all such receipt books which are issued by him but are not tendered by the section concerned for over a period of one month and ensure that all the receipts issued from the book are accounted for. All used receipt books shall be returned to Receipt Section.
- 3.15 The Superintendent/Assistant Superintendent shall ensure that all DDs/Cheques received on the previous day are deposited into the bank on the following day. A note of the bank acknowledgement shall be taken in the DD/Cheque deposit under the signature of the bank Cashier. Superintendent/Assistant Superintendent shall ensure that all the bank deposit forms are filed along with the receipts issued against those DDs/Cheques. He shall ensure that all the challans issued at the counter are deposited in the bank, and prepare a monthly report of the challan numbers which were not produced in the bank and submit the same to the Chief Accountant on the 5th of each month, through the Assistant Registrar.

3.16 Cheques and other instruments deposited into the bank but returned by the bank unrealised for one reason or the other will be noted by the Superintendent/Assistant Superintendent in a separate register and the same forwarded to the Department concerned for obtaining a fresh cheque/DD etc. from the party concerned. As soon as a fresh instrument is received, it shall be deposited into the bank and the words "Represented" noted on the relevant paying-in-slip. The register shall be reviewed every week and the amount still outstanding to be received/realised as at the end of that week noted on a fresh page. The register shall be submitted to the Assistant Registrar every week for his inspection and signature.

3.17 A register shall be maintained by the Receipt Section showing the details regarding day-to-day cash collection and its movement between the office and the different banks. The Superintendent shall furnish the Director of Insurance every month with a statement showing the total amount of cash carried from the University office to different Banks.

**3.18 In addition to above mentioned register, Receipt Section is required to maintain following additional registers –**

- (a) Cancelled Receipts (DD/IPO/Cheque)
- (b) Fee Structure list
- (c) Daily Receipt by Cash at Counter
- (d) Cash Deposit Report
- (e) Daily Statement showing the details of the amount received through Money Order
- (f) Pending Challan List
- (g) Consolidated External Fee collection
- (h) Detailed External Fee Collection

**2) Payment Unit**

3.19 The Superintendent will be In-charge of the Payment Unit and shall be responsible for the custody and accounting of cheque books and other valuables.

3.20 The cash and the cheques, blank cheque books, Investment Receipts, shall be kept in a safe secured by two locks. The key of one of the locks shall be kept with the concerned clerk and the other with the Superintendent/Assistant Superintendent. The safe shall never be opened unless both the custodians of the keys are present.

3.21 Duplicate keys of the safe shall be kept in a sealed cover and deposited in the Bank Safe Deposit vault. A duplicate key register shall be maintained by the Superintendent (Cheque) and once a year in each April, the keys deposited in the

bank shall be examined and taken for daily use and the keys which are being used shall be kept in a sealed cover and deposited in the bank. A note of this change shall be taken under the signature of Chief Accountant.

- 3.22 The Superintendent (Payment Unit) shall allot some drawers to concerned sections for the safe custody of the documents like insurance policies, agreements, investment receipts etc.. The keys of main doors shall be with the Superintendent and the clerk as mentioned in the above Para. The keys of the drawers shall be handed over to the concerned section to whom they are allotted. He shall not be responsible for the contents in the drawers.
- 3.23 The Superintendent/Assistant Superintendent shall ensure that all precautions are taken for the safety of the cash including the cash in transit and at the counter and shall be responsible for obtaining the insurance policies for cash in transit and also cash at counter, and keeping them current. He shall also suggest suitable amendments thereto as and when required. The measures to prevent embezzlements, thefts etc. during the movement of cash shall be scrupulously enforced.

A register shall be maintained by the Payment Unit showing the details regarding day-to-day withdrawal of cash for reimbursement and its movement between the office and the different banks.

- 3.24 With a view to ensuring that no blank cheque form falls into an unauthorised hand, the Superintendent/Asstt. Superintendent of Payment Unit shall maintain a 'Cheque Forms Control Register' in respect of all stock of blank cheque books lying in his possession. Before recording therein the closing stock of blank cheque forms as at the end of the day, he shall ensure that no cheque form is missing from any of the cheque books lying in his possession. The said Register shall be signed by the Superintendent/Asstt. Superintendent at the end of each day and shall be submitted for signature of the Asst. Registrar on the following day. A surprise check of the cheque books shall be carried out by the Asst. Registrar once in a fortnight.
- 3.25 All demands for printing of special type of cheque books with the words 'A/c Payee only' printed thereon shall be placed with concerned bank by the Superintendent/Asstt. Superintendent through the Chief Accountant. All special type of cheque books shall remain in the custody of the Superintendent/Asstt. Superintendent. Before issuing the cheque books to the Clerk, the Superintendent/Asstt. Superintendent shall ensure that the total number of forms contained therein are recorded on the reverse of the last counterfoil of the said cheque book and their numbers noted in the 'Cheque Forms Control Register'. The signature of the Cashier shall also be recorded in the cheque book stock register.

- 3.26 Actual physical verification of stock of all the cheque books lying with the Superintendent/Asstt. Superintendent shall be carried out twice a year (in the last week of September and March) and a certificate recorded by him to that effect. The said register shall be submitted to the Chief Accountant for his signature.
- 3.27 Whenever any account is opened with a new bank, it shall be the duty of the Superintendent/Asstt. Superintendent and the Asstt. Registrar to ensure that standing instructions are issued to the said bank to the effect that no cheque book containing bearer forms is issued by it against the said account. To enable the office to encash order cheques drawn payable to 'self' the Superintendent/Asstt. Superintendent and the Asstt. Registrar shall ensure that specimen signatures of some of the persons working in the Cash Unit who are usually sent to the bank for encashment are lodged with the banks so that no cheque could be encashed unless two specimen signatures are put on the cheque viz. one of the drawer and the other of the person who goes to the bank for encashment.
- 3.28 All the banks, having University accounts shall be communicated the names and specimen signatures of the officers empowered to sign. Any change in this regard shall also be communicated promptly.
- 3.29 The Superintendent/Asstt. Superintendent shall maintain a separate register wherein all cheques issued from the different funds and intended to be handed over shall be recorded. The said register shall be signed by the Chief Accountant daily. After the cheques are handed over, the signature of the person to whom the cheque is handed over shall invariably be obtained. In case any cheque is not handed over on the same day, the same shall be sent by post.
- 3.30 The Superintendent/Asstt. Superintendent shall ensure that all counterfoils together with the cheques signed or unsigned are returned to him before the close of the day. He shall be personally responsible for the safe custody of all cheques including the unused forms.

### **Drawal of Cheques**

- 3.31 As soon as the claims are passed for payment by Bills Passing Unit, they will be sent to the Payment Unit which will put thereon the date of their receipt in the Section. The Superintendent will then arrange them in the following order and ensure that payment is made with utmost promptness: -
- (a) Immediate Payments: Bills for service & other charges received, like telephone, electricity, L.I.C. Govt. Departments, bills for Internal Fund transfers and such other claims as may be marked by the authorities as Immediate Payments.

- (b) Priority Payments : Bills for Advance, Provident Fund Loans and refunds, over-time payments and such other claims as may be marked by the authorities as priority payments.
  - (c) All other bills shall be drawn in the order in which they are received in the Payment Unit.
- 3.32 All cheques shall as far as possible be typed through computer system, so as to avoid any attempt for alterations therein.
- 3.33 All Cheques will bear the inscription “Under Rs.... showing the nearest higher complete rupees for which the cheque is made payable. No abbreviations such as “Eleven Hundred” for “One Thousand One Hundred” shall be used.
- 3.34 All third party cheques shall be crossed and marked ‘A/c. payee only’. Use of order cheque books shall be restricted to the cheques to be issued in favour of Govt. Colleges/ Institutions, Inter Fund transfer, Advances and drawal of cash. In all other cases, the cheques issued even from the order series shall be crossed and marked ‘A/c payee only’.
- 3.35 While drawing the cheques, it shall be ensured: -
- (a) that the cheques are drawn from proper funds:
  - (b) that payment of two or more bills of the same party to be made from the same fund is drawn by one cheque:
  - (c) that all claims falling under one and the same head of account are grouped together and drawn in that order:
  - (d) that the payee’s name is correctly spelt:
  - (e) that the amount payable in words and figures is correctly and identically written;
  - (f) that in typing/writing cheques utmost neatness is observed and over- typing/ over-writing is avoided in all cases;
  - (g) that the counterfoils of the cheques drawn are written clearly with all the particulars such as the name of the payee, the amount payable, the date, etc. In the case of General Fund they will also contain the classification (in brief) as appearing on the bill :
  - (h) that a note of the serial number of the cheque drawn is taken on the relevant bill, including that of the cancelled cheque, so that no serial number to be noted on the vouchers is missing. In case any serial number of the cheque is found to be missing the matter shall be reported to the Superintendent/ Chief Accountant immediately.



- (i) that when one cheque is drawn for a number of bills, a summary of all such bills shall be given on the first bill and the cheque number noted on the voucher and all the other bills shall be stamped with a 'paid' seal.
- (j) that the bills after they are drawn shall be arranged serially and properly filed. In no case shall the loose vouchers be kept for more than a day after the cheques are drawn.

3.36 The Superintendent/Asst. Superintendent shall check in all respects the correctness of the cheque drawn and the same shall be read with and verified. All of the clerks who draw cheques will put their initials on the relevant counterfoils.

### **Disposal of Cheques**

3.37 The cheques when signed shall be disposed of as under :-

- (a) Where the bills are already receipted in advance, the cheques shall be sent by post.
- (b) Where the bills are not receipted in advance, intimation-cum-receipt letters shall be sent to the parties concerned and the cheques posted to them only on their returning the same duly signed by them. In all cases, the signature of the agent to whom the cheque is handed over against the payee's valid receipt shall invariably be taken.
- (c) If the payment is not collected within a month, the fact shall be brought to the notice of the Assistant Registrar who will, in consultation with higher authorities, direct the nature of further action to be taken in the matter.
- (d) Cheques in payment of service charges like electricity, telephone, rental, ground rent, municipal taxes, insurance premium, deposits, inter-fund transfers, Govt. dues and refund of unspent grants etc., shall be disposed of immediately.
- (e) Before the cheques are forwarded to the parties, the concerned Clerk shall ensure that every cheque bears the date and signature of the drawer and that it is accompanied by a covering slip which shall contain the full particulars of the payment and the address of the party. In case the address is incomplete, it will be his duty to obtain the complete address by referring to other records in the office. Each slip will bear his initials in token of his having checked all the details before the cheque is actually posted.

3.38 The Superintendent/Asstt. Superintendent (Cheques) shall ensure that the undelivered cheques or the unpaid bills lying with the counter clerk are reviewed every fortnight.



### **Demand Drafts and Letters of Credit**

3.39 A separate register each for the issue of demand drafts and opening of letters of credit shall be maintained by the Superintendent (Cheques) in the prescribed forms. At the end of each week, the Superintendent (Cheques) shall submit to the Asst. Registrar, a statement showing the demand drafts and the letters of credit outstanding to be issued/opened as on that date together with the nature of follow up action taken by him in the matter.

### **Payment of Money Orders**

3.40 As far as possible no payment shall be made by Money Orders. In exceptional cases, where payments are to be made by money orders, a statement showing the particulars thereof shall be prepared. One copy of the statement shall be used for office record and the other one sent to the post office together with the cheque for the requisite amount.

### **Cash Payments**

3.41 All the payments shall be made by cheques only. However, TA claims may be paid in cash. Remuneration for examination work and honorarium of all kinds shall be paid by crossed cheques as per Income Tax Rules. The Payment Clerk will receive vouchers for payments to be made in cash at the counter from the Superintendent (Payment Unit).

3.42 The vouchers when received shall be suitably arranged so as to facilitate tracing of any voucher immediately. The vouchers shall be arranged date-wise and fund-wise in different folios. In cases where the payments are not collected at the end of the day at counter, the vouchers shall be returned to Superintendent who will order the clerk for drawal of cheques against such vouchers on the next day.

3.43 The cashier shall be provided with an advance (imprest) for making payments at the counter. The payment shall be made under the supervision of the Superintendent (Payment Unit).

3.44 All cash payments pertaining to different funds shall be made initially from the said advance (imprest). The advance (imprest) account shall be maintained in the prescribed form. The fact that the payment is received in cash shall be prominently recorded by the payee on the receipt with date. All payments in cash shall invariably be made after identification of the payee.

3.45 All payments made out of Imprest shall be recorded chronologically in the Imprest account and analysed there. The Imprest amount shall be got replenished at frequent intervals and invariably at the end of the year by presenting a bill for recoupment. All sub-vouchers in support of the bill of recoupment shall accompany the bill in a

chronological order and shall be stamped "Paid" to avoid double payment. The particulars of the number of vouchers and their head-wise total will be readily available from the system developed for this purpose and the total of the expenditure incurred under all heads of account shall agree. Last imprest account with a bill shall be sent to the Bills Passing Unit along with the bank challan for the amount of unspent balance deposited in the bank on or before the 31<sup>st</sup> March each year. At the commencement of the year a fresh Imprest advance shall be applied for and obtained.

- 3.46 After the Imprest Account is recouped, vouchers of the dates prior to the submission of accounts will not be accepted in the subsequent account. In the case of Cash Memos for amounts over Rs.5,000/- they shall bear a Stamped receipt. When wharfage has to be paid by the University due to late receipt by the Department, such amount may be paid out of Imprest Account. A certificate, however, shall be given by the Head of Department/Section that the wharfage paid would be/has been recovered from the supplier's bill. The order and bill number, the name of the supplier and the Budget head shall be written on the reverse of the Railway freight, Octroi and transport as those particulars are required to link the voucher with the bills for goods received. No payment of advance of any kind shall be made by the Head of Department/Section from Imprest Advance.
- 3.47 While making cash payments, the counter clerk shall ensure -
- (a) that the voucher is duly passed for payment,
  - (b) that the payee is either identified by him personally or his identity established by other means,
  - (c) that in case of payment to be made to a person authorised to receive payment, the person so authorised shall produce not only the payee's authority to receive the amount on his behalf but also the payee's receipt duly signed by him.
  - (d) that in all cases the receipt of the person to whom the payment is made is obtained even though he may be holding the payee's receipt,
  - (e) that any deduction noted on the vouchers are properly taken note of and duly adjusted;
  - (f) that where the payment is to be made on submission of the receipt issued by the office, such a receipt is obtained before making the payment,
  - (g) that a rubber stamp bearing the words paid and date is put on all paid vouchers which shall be securely preserved till they are handed over to the Internal Audit Section at the close of the day.

- (h) that in the case of payments to blind candidates, an attestation of some known person is obtained and that in the case of payments to illiterate persons, their thumb impressions shall bear proper attestation/certification.
- (i) that whenever payments are made in cash, the party is requested to state in his own handwriting that the amount is received by him in cash with the date on which it is received. If the bills are, however, already receipted in advance but are paid in cash, the party shall be, requested to put his second signature (not on a revenue stamp) stating that the amount is received by him in cash together with the date on which it is received;
- (j) that the statements of payments made along with the vouchers in support thereof and cash tally register duly completed and signed by him is handed over to the Superintendent at the end of the day for checking;
- (k) that the cash balances as entered in the Cash Book are physically verified by him and in case any difference is found, the same shall be brought to the notice of the Superintendent on the same day;
- (l) that at the close of the day the cash box after verification of the cash balance therein is handed over to the Superintendent along with the key of the box.

3.48 The cashier shall be held responsible for any irregularity noticed in making the payment such as improper receipt of the payee, payment to a wrong person, over payment etc.

#### **Payment of Government and Other Dues**

3.49 The Superintendent of concerned billing units shall be responsible for ensuring that all amounts payable into the Government treasury like Income Tax, C.D.S., E.S.I.C's contribution, Insurance premia, amount deducted from the contractors bills etc. are paid within the time prescribed under the relevant Acts.

3.50 Receipts in respect of cash payments shall invariably be obtained at the time of payment on the bills themselves. In case receipt is obtained on a separate paper, the same shall be attached with the voucher immediately.

3.51 Receipts in respect of payments made by cheques shall be properly checked and scrutinized. They will then be attached on the relevant vouchers by a peon under the supervision of the clerk/Superintendent who will subsequently go through the voucher files and note down in a separate register the details of the receipts missing so as to enable him to take a follow up action. The register shall be submitted to the Asstt. Registrar every month.

3.52 Receipts in respect of salary payments shall be obtained on the acquittance roll itself. When the amount is paid to a person other than the payee, the payee's receipt together with the letter of authority and the agent's receipt shall be pasted in the roll against the payee's name. In case of payments made through bank accounts, the payee's stamped receipt shall also be obtained in addition to the acknowledgement received from the bank and pasted on the acquittance roll.

#### **Pay and Allowances of Office Staff**

3.53 The Superintendent shall arrange to deposit the cheques of pay and allowances of the office staff for crediting the amounts in the respective accounts on the due dates. When payment is made in cash, acquittance of the payees shall be obtained with a revenue stamp where the gross amount exceeds Rs.5000/-.

#### **3) Books of Accounts Unit ( Cash book Unit)**

3.54 The Supdt./Asst. Superintendent will be In-charge of the Cashbook Section and shall be responsible for the custody and maintenance of all voucher files and the investment receipts. He shall be responsible for producing record to Statutory Auditors and Govt. Auditors and compliance thereof. He shall also prepare the utilisation certificates of the grants received under various projects/schemes. He shall also be responsible for preservation of all accounts records with the help of Record Keeper and Daftari.

#### **Voucher Files**

3.55 All vouchers shall be properly filed and remain in the charge of the Superintendent. He shall ensure that they are kept under proper lock and key.

3.56 The Cashbook will be maintained and shall be printed daily. It shall be bound together at the end of every month. Superintendent (Cashbook Section) shall be responsible for maintenance of Cashbook and other subsidiary registers namely Advance, Deposit, Investment.

#### **Annual Accounts**

3.57 A bank reconciliation statement shall be prepared for all the bank accounts. It shall be the responsibility of cashbook section to prepare Income and Expenditure Statement (Appendix -VI), Trial Balance and Balance Sheet (Appendix -V) before 30<sup>th</sup> June every year. For this purpose, a classified ledger account shall be maintained. Chief Accountant shall ensure that the work is completed before the due dates.

**In addition, following registers are required to be maintained :-**

(a) Cheque/DD/IPO, credited but not realised

- (b) Consolidated Receipt / Payment Account
- (c) Budget Head wise Receipt-Payment
- (d) Bank Transactions
- (e) Bank wise Receipt/Payment
- (f) Date wise Bank Abstract
- (g) Budget Group wise Consolidated Receipt
- (h) Budget Group wise Detailed Receipt
- (i) Budget Group Wise Consolidated Payment
- (j) Budget Group wise Detailed Payment
- (k) Cheque Issued but not encashed
- (l) Budget wise Daily Cash/Bank Receipt
- (m) Budget head wise bank Payment for the date
- (n) Department wise Receipt
- (o) Department wise Payment
- (p) Income Tax Deducted Report

3.58 (a) It is the duty of the Books of Accounts Unit to ensure that the Receipt and Payment figures are reconciled by all the Budget Controlling Officers. Any corrections pointed out during the reconciliation shall be rectified through Journal Vouchers. Journal vouchers shall be prepared by concerned billing units. The work of reconciliation shall be completed every two months.

(b) It shall be the duty of the Cashbook Section to carry out reconciliation of the bank accounts every month and submit the reconciliation report to Chief Accountant/Dy. Registrar.

3.59 It shall be the duty of the Superintendent to make available all the record for audit by Statutory Auditor and get it audited before 31<sup>st</sup> August.

Along with Statutory Auditors, necessary records shall be made available for audit by Accountant General and by any other authority as decided by Government.

3.60 The Superintendent shall obtain the replies from concerned section/department and consolidate Compliance Report of the audit objections raised by Statutory Auditors/ Accountant General/ Govt. Auditors with the help of Chief Accountant and submit the same to Finance & Accounts Officer who will finalise the replies and submit the same to Finance & Accounts Committee and Management Council before 15<sup>th</sup> October.

#### **4) Pay Bills and Provident Fund Unit**

- 3.61 The Superintendent/Asst. Superintendent shall be In-charge of the Pay Bills and Provident Fund Section and shall be responsible for timely preparation of monthly pay bills and disbursement of Provident Fund Advances/ Withdrawals.
- 3.62 It shall be the duty of Superintendent to see that all the additions and deletions, deductions, increments etc. communicated by Establishment Department are carried out in the monthly Pay Bill and send the Pay Bills for Bills Passing Unit on or before the fifth last working day of the month.
- 3.63 Pay Bill and Provident Fund Unit shall prepare monthly pay bills of daily wages employees as well as honorary teachers, chair professors, co-ordinators, honorarium to doctors, law advisors, C.H.B. teachers, wages of the students under 'Earn and Learn Scheme' and fellowships and send these bills on or before fifth last working day of the month.
- 3.64 Following supplementary bills shall be prepared by Pay Bill Section -
1. Leave Travel Concession Bills
  2. Leave Encashment Bills on retirement/resignation.
  3. 10% additional charges Bills
  4. Medical Reimbursement Bills
  5. Arrears Bills
- 3.65 The Superintendent (Pay Bills and Provident Fund Unit) shall ensure a Circular is issued in time to collect information regarding deduction of Income Tax and the information is collected before 30<sup>th</sup> April. He shall also ensure that the deductions of Income Tax are carried out as per the information given by the concerned employees in the prescribed format.
- 3.66 He shall ensure that all the applications requesting provident fund advances/ withdrawals are scrutinised and submitted to Education Dept. within a stipulated time. The Superintendent shall be responsible to prepare the bill to disburse Provident Fund amounts of Advances/Withdrawals received from Education Department without any further delay.
- 3.67 The Superintendent shall be responsible for the following periodicals reports :-
1. I<sup>st</sup> Income Tax Quarterly Report – Before 15<sup>th</sup> July.
  2. II<sup>nd</sup> Income Tax Quarterly Report – Before 15<sup>th</sup> October
  3. III<sup>rd</sup> Income Tax Quarterly Report – Before 15<sup>th</sup> January
  4. IV<sup>th</sup> Income Tax Quarterly Report – Before 30<sup>th</sup> April
  5. Issue of Income Tax Form No.16 to concerned employees – Before 30<sup>th</sup> April.

**5) Examination Bills Unit**

3.68 The Superintendent/Asst. Superintendent shall be In-charge of the Examination Bills unit and shall be responsible for timely preparation of advance bills and advance recoupment bills pertaining to Examination Department.

3.69 Following works are undertaken in this Units –

- (a) to scrutinize the claims of honorarium received from (i) examiners (ii) referees conducting viva for Ph.D., M. Phil (iii) paper setters.
- (b) to scrutinize and prepare vouchers for payment of advances to examination centres and colleges and CAP Centres and employees attending confidential examination work.
- (c) to scrutinize and prepare advance adjustment bills.

3.70 Exam Bill Section shall maintain a register for the advances paid for examination work.

3.71 All the claims/bills received in the unit shall be entered in the Bill Inward Register and distributed amongst the clerks working in this section. In no case a claim received in the unit shall be pending unattended for more than seven days. A voucher shall be prepared and submitted to Bills Passing Unit.

3.72 Necessary preliminary checks like budget provision, administrative approval, arithmetical accuracy shall be applied by the clerks and a voucher shall be signed by the concerned clerk and the Superintendent.

**6) Works and General Bills Unit**

3.73 The Superintendent/Asst. Superintendent shall be In-charge of the General and Works Bills Section and shall be responsible to scrutinize the claims and prepare vouchers of following departments-

- |                 |                             |                  |
|-----------------|-----------------------------|------------------|
| (i) Engineering | (ii) General Administration | (iii) BCUD       |
| (iv) Finance    | (v) Examination             | (vi) Guest House |
| (vii) Hostels   | (viii) Student Welfare      | (ix) NSS         |
| (x) Internet    | (xi) Computer Centre        | (xii) Garden     |
| (xiii) Vehicle  | (xiv) Health Centre         | (xv) Sanitary    |
| (xvi) Press     |                             |                  |

- 3.74 All the claims/bills received in the section shall be entered in the Bill Inward Register and distributed amongst the clerks working in this section. In no case a claim shall be pending unattended for more than seven days. A voucher shall be prepared and submitted to Internal Audit Section. The Bill Inward Register shall be numbered and certified by the Unit Incharge.
- 3.75 Necessary preliminary checks like budget provision, administrative approval and arithmetical accuracy shall be applied by the clerks and a voucher shall be signed by the concerned clerk and the Superintendent.
- 3.76 The Superintendent shall ensure that the certificates of various deductions like Income Tax, Surcharge, Education Cess, VAT etc. are issued in time to concerned parties.
- 3.77 He shall also ensure that prescribed Returns for deductions of Income Tax and VAT etc. are submitted in time to Income Tax and concerned Govt. Department.
- 3.78 Deposit refund claims of hostel, library, laboratory and refund of educational fees shall be scrupulously scrutinized so as to avoid overpayment /double payment.
- 3.79 It shall be the responsibility of General and Works Bills Section to consolidate information regarding insurance of University Property including building, equipments & machinery and timely payment of insurance subscription to concerned Insurance Company / Director of Insurance, Govt. of Maharashtra.
- 3.80 The Superintendent shall ensure that all the advances paid to employees, contractors and others are properly recorded in the Advance Register and he shall ensure that all the advances are adjusted within a stipulated time.

#### **7) Academic Departments / Schools Bills Unit**

- 3.81 The Superintendent / Asst. Superintendent shall be In-charge of the Academic Departments/Schools Bills Unit and shall be responsible to scrutinize the claims and prepare vouchers of all Academic departments, Funding Agencies, existing Chairs and the chairs established from time to time.
- 3.82 All the claims/bills received in the section shall be entered in the Bill Inward Register and distributed amongst the clerks working in this unit. In no case a claim shall be pending unattended for more than seven days. A voucher shall be prepared and submitted to Bills Passing Unit.
- 3.83 Necessary preliminary checks like budget provision, administrative approval and arithmetical accuracy shall be applied by the clerks and a voucher shall be signed by the concerned clerk and the Superintendent.



- 3.84 The Superintendent shall ensure necessary check of all deductions at source like Income Tax, Surcharge, Education Cess, VAT, Security Deposits etc. is carried out from the bill.
- 3.85 Refund of examination and other fees pertaining to above departments shall be scrupulously scrutinized so as to avoid overpayment /double payment.
- 3.86 The Superintendent shall ensure that all the advances paid to employees of above departments and others are properly recorded in the Advance Register and he shall ensure that all the advances are adjusted within a stipulated time.
- 3.87 Proposals for administrative approvals of all the above departments shall be routed through Academic Departments/Schools Bills Unit.
- 3.88 The working of Multi disciplinary committee which recommends excise and custom duty exemption certificate, shall be maintained by the Academic Departments/Schools Bills Unit.
- 3.89 Issue of Central Excise Duty and Custom Duty Exemption certificates shall be done in this section.

**8) T.A.D.A. Bills Unit**

- 3.90 The Superintendent/Asst. Superintendent shall be In-charge of the T.A.D.A. Bills Unit and shall be responsible to scrutinize and passing of all travelling allowance claims.
- 3.91 All the travelling claims received from Exam Bills Unit, Works & General Bills Unit, Academic Departments/Schools Bills Unit and other units shall be recorded in the Bill Inward Register. The Superintendent will distribute the bills amongst the clerks working in this unit for Bills Passing.
- 3.92 In no case a claim shall be pending unattended for more than seven days.
- 3.93 Internal audit of the Travelling Allowance Bill shall include administrative approval, D.A. calculation, budget provision, proper sanction for travel by car and such other rules prescribed by University Authority from time to time. Passed Bill shall be signed by the officer mentioned in Appendix II. The Bills so signed shall then be sent to Payment Unit for further action.

**9) Bills Passing Unit**

- 3.94 The Supdt./Asst. Superintendent shall be In-charge of the Bills Passing Unit and shall be responsible to scrutinize and passing of all the vouchers received from Exam Bills, Academic Departments/Schools Bills Units, Pay Bills and Provident Fund

Unit, Works & General Bills, Purchase & Store, Books of Accounts, Cheque and Budget Unit.

- 3.95 All the vouchers received for Internal Audit shall be recorded in the Bill Inward Register. The Superintendent shall distribute the bills amongst the clerks working in this Section for internal audit. In no case a claim shall be pending unattended for more than seven days.
- 3.96 Internal audit of the vouchers shall include administrative approval (proper sanction of the competent authority), budget provision, purchase procedure and such other checks as prescribed by University Authority from time to time. Passed Vouchers shall be signed by the officer mentioned in Appendix II. The Vouchers so signed shall then be sent to Payment Unit / Books of Accounts Unit for further action.
- 3.97 The clerks in the Bills Passing Unit shall apply basic accounting principles as mentioned in this Account Code.

#### **10) Budget Unit**

- 3.98 The Superintendent/Asst. Superintendent shall be In-charge of the Budget Unit.
- 3.99 The employees in Budget Unit shall follow the instructions given in Chapter II (Budget) of this Account Code.
- 3.100 The Budget Unit shall be responsible to maintain record of the Finance and Accounts Committee Meetings.

#### **11) Purchase and Stores Unit**

- 3.101 The Superintendent/Asst. Superintendent shall be In-charge of the Purchase & Store Unit and shall be responsible for the purchases as per the demand of the various departments/ Units of the University.
- 3.102 The procedure for the purchases through Purchase & Store unit is given in Chapter No. IV of this Account Code(Stores). The Superintendent/ Asst. Superintendent shall be responsible to maintain computerised formats as prescribed from time to time.
- 3.103 Necessary preliminary checks like budget provision, administrative approval, arithmetical accuracy shall be applied and a voucher shall be signed by the concerned clerk and the Superintendent and shall be submitted to Bills Passing

Unit for passing the claims. In no case a claim received in this Unit shall be kept unattended for more than seven days.

- 3.104 It shall be responsibility of Purchase & Store unit to maintain record of the Purchase Committee, Sales Committee, Furniture Committee Meetings.

## **12) Internal Audit Unit**

- 3.105 The Superintendent/Asst. Superintendent shall be In-charge of the Internal Audit Unit and shall be responsible for physical verification of the assets of the University and test audit of post payment.
- 3.106 Post payment audit includes Audit of Receipts pertaining to Hostel, Guest House, Students Fees, Affiliation Fees, Sports Fees, Examination Fees, Eligibility Fees, Register of Works, Assessment of various fees receivable from colleges.
- 3.107 The Superintendent/Asst. Superintendent shall apply the checks for the physical stock verification as prescribed by the University Authority from time to time.
- 3.108 Physical Stock and Assets Verification shall be conducted as per the annual programme approved by Finance & Accounts Officer. Department wise issue report (through computer system) shall be obtained from stores section before the verification work is to be undertaken.
- 3.109 The Superintendent shall ensure that the physical verification reports are prepared for all the sections, departments of the University and a consolidated report there under shall be submitted to Finance & Accounts Officer for onward submission to University Authorities.
- 3.110 All the proposals for Write-off shall be consolidated and submitted to Write-off Sub-committee and Write-off Committee.
- 3.111 The working of the Write-off Committees shall be regulated by University authorities from time to time.



## **STORES ACCOUNTS**

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### **Introduction**

The term 'Stores' applies generally to all articles and materials purchased or otherwise acquired for the use of the University, including not only expendable and non expendable articles in use or accumulated for specific purposes but also articles of dead stock, of the nature of plant, machinery, instruments, furniture, equipment, fixtures etc.

### **Responsibilities**

Each department / section has the primary responsibility for the custody, care, maintenance, records and control of all property assigned to it. It shall maintain up-to-date departmental / sectional records and initiate the appropriate actions or forms to fully inform the Stock Verification Section of all transactions involving said property so that the Stock Verification Section's responsibilities may be properly carried out. Warranty information and supporting documentation is to be maintained by the owning department / section. Inventoried equipment may have minimal backup information maintained in the Dead Stock records. The information maintained in the Dead Stock records is not the primary source of warranty information. Responsibilities of each one is as mentioned below -

#### **4.1 HOD / Director / Co-ordinator / Chief Rector/ Head of the Section's Responsibilities**

The HOD/Director/Coordinator/Chief Rector/Head of the Section of each department/administrative unit will designate a property coordinator, for their department/section. Maintenance of record and annual physical verification of the assets is the primary responsibility of these officers.

#### **4.2 Property Co-ordinator's Responsibilities**

Ensure the proper use and maintenance of all property and equipment assigned to the department /section. He shall promptly report, receipt of equipment that is to be tagged and any loss, damage, misuse or transfer of property or equipment, to the Stock Verification Section. Maintain current, complete, and accurate property records and track the assignment of equipment within the department/section. Each department/section is charged with the responsibility for University equipment assigned to or purchased by that department /section.

### **4.3 University Stock Verification Section**

Stock Verification Section shall check the record & equipments physically on ground once in every year, write off procedure, and timely action in case of loss or theft of the articles. It shall be the duty of this section to report to the Finance and Accounts Officer, any discrepancies found during the physical verification.

### **4.4 All Employees of the University**

Each and every employee of the University has a general obligation to safeguard and make appropriate use of University property and equipment. This obligation includes but is not limited to:

- Exercising reasonable cares in equipment use to prevent damage and maintain it in good condition.
- Taking reasonable security precautions to discourage loss, theft, or misuse of property.
- Reporting loss, theft, damage, or otherwise impaired property / equipment to appropriate authorities.

### **4.5 Acquisition Of Equipment**

Equipment may be acquired by purchase, gift/donation, or transfer.

#### **4.6 Purchase**

The cost of equipment includes the purchase price plus all costs to acquire (shipping and handling, transit insurance, Octroi, and any taxes applicable), install, and prepare equipment for its intended use.

##### **4.6.1 Procedure for Purchase of Stores, Machinery, Etc.**

The procedure laid down in the Appendix-III and the changes made from time to time by University Authority shall be followed strictly. Similarly, following principles shall be applied for purchase of stores/equipments.

##### **4.6.2 General principles**

- a) Wherever possible University Scientific Instrumentation Centre (USIC) may be asked to manufacture the required articles.
- b) Material shall be purchased after ascertaining the present stock of material available with the section/department.
- c) While purchasing equipment, the utility of similar equipment if already available with the department/other department shall be ascertained. The old equipment shall be used if its repair is feasible and economical.

- d) The limits of purchase laid down in the appendix refer to single article or number of similar articles to be purchased at a time. The items like stationary, furniture, equipments, books, etc shall be considered as an individual item. The sub items under the above items shall not be considered as the individual item e.g the group of all the stationary articles like Pen, Pencil, Paper, etc shall be considered as a single item.
- e) While ascertaining requirement of material/equipment, name of the specific company and model shall not be stated, only technical specifications shall be given.
- f) Purchase process shall be initiated taking into consideration the type of each material required by various sections and departments in a year, availability of budgetary provision etc. and after the approval of concerned Committee and administrative approval of competent authority.
- g) Articles of proprietary/special or unusual characters can be purchased directly from the specific/sole manufacturer or dealers by calling the quotations & giving the justification. If there are number of firms dealing with the particular item, the quality will be ascertained and after necessary comparison, sealed tender/ quotation (as the case may be) shall be called by the concerned department / store section & purchase shall be effected at the lowest rate, as far as possible, keeping in view the quality and the suitability of the articles required.
- h) Proposals relating to purchase of equipment shall be routed through technical committee, as mentioned in Appendix III. Tender/ quotation shall be invited after finalizing specification and the approval of Technical Committee and after the completion of preliminary requirements like civil work or electrical work.
- i) Proposal for centralized purchases shall be prepared taking into consideration the requirement of each type of material required in a year.
- j) Various committees have laid down restrictions on the purchase of certain items. These items shall not be purchased without specific sanction of the competent authority.
- k) In the case of articles frequently required throughout the year, viz., stationery, hardware material etc., it is desirable to enter into Annual Rate Contract or contract for such a smaller period as may be considered necessary to avoid calling for tenders / quotations every now and then. The purchase rate accepted in such running contracts will be in force during the given period. Due to the

consolidation of the requirements, the rates offered will usually be more competitive and favourable to the University.

- l) As far as possible, it shall be ensured that the requirements of various kinds of stores essential for each department are foreseen sufficiently in advance with a view to ensure that the normal rules for purchases are followed and to avoid the necessity of making emergent purchases at comparatively higher cost.
- m) All the purchases of books and journals shall be placed before purchase committee for approval.

#### **4.6.3 Quotations**

- a) Purchases of the articles costing upto Rs.1000/- or as amended from time to time may be effected without calling quotations from the supplier.
- b) Quotation shall be called from the maximum firms / suppliers. Quotation notice and the received quotations shall be recorded in the Central Outward and Inward Registers. Minimum three quotations must be received.
- c) The quotations shall be opened by the departmental Committee/sub committee or the authority as mentioned in the delegation of powers. The comparative statement shall be prepared and submitted for approval of the competent authority. As far as possible, purchase shall be effected at the lowest rate only. If material is to be purchased from other than lowest or quotations received are less than three, after requote, it shall be purchased after the approval of the authority mentioned in Delegation of Powers.

#### **4.6.4 Tenders for Purchases and Services**

- (a) All purchases exceeding Rs.1,00,000/- for each item including services shall be made only after inviting sealed tenders by giving wide publicity through newspapers and website, and orders shall be placed with those firms whose offer is most beneficial. Minimum 21 days notice is required to be given for submission of tenders. If the response to the tender notice is poor, extension to the tender be given again for a shorter period of 7 days.
- (b) In case of tenders invited centrally by the Store Section or by the Department, the technical and financial bids shall be opened in presence of the Sub-Committee as per delegation of powers. A comparative statement duly signed by the sub committee member(s) shall be placed before Purchase Committee for their decision as per Maharashtra Universities Act, 1994.

- (c) In the notice calling for tenders, the date and time for submission shall be clearly mentioned. Tenders received after the specified time shall not normally be considered. The tender shall be called in two bid system, viz., Technical Bid & Commercial Bid.
- (d) The tenders / quotations shall be invited sufficiently in advance of the actual date of receipt except in emergent cases to enable tenders to quote rates after due date of consideration.
- (e) The place of delivery shall invariably be mentioned in the notice calling for tenders.
- (f) The articles required shall be fully described with designs and specifications. Wherever necessary, samples shall be obtained and kept to ensure the quality of the articles.
- (g) It shall be mentioned in tender notice to submit tender in Inward Section. Tenders received from Inward Section shall be entered in Inward register of the concerned section and duly attested by H.O.D./Dy. Registrar.
- (h) In the case of purchase by open tender of engineering stores, furniture, paper, equipment, etc exceeding Rs.1,00,000/-, earnest money in the form of bank draft will invariably be demanded, which will normally be 01% or 02 % of the cost of stores. In the event of failure to comply with the supply order, the earnest money will be forfeited. In the case of defective supply received or defects noticed within a specified period (Say three months or any other time specified in the tender condition) the supplier will be required to repair / replace the materials, furniture, equipment, etc. failing which the materials, furniture, equipment etc. will be repaired/purchased from another agency and the difference in cost, if any, adjusted from the security deposit. The earnest money of the fourth lowest & above to be returned immediately after the decision of Purchase Committee. The earnest money of the second & third lowest tenderer may be returned after execution of an agreement with the lowest / selected tenderer.
- (i) In the notice inviting the tenders, it shall be specifically stated that the University has the right to accept / reject any or all the tenders without assigning any reason. To ensure that contractors/ suppliers shall be careful in quoting the rates for each article quite independent of the rates of other articles, it will be the right of the university to accept the offer partially. The tenders received shall be serially numbered & entered in the Tender Calling Register.



- (j) Comparative statement of tenders shall be prepared and signed by the officers / Purchase Committee member(s) as mentioned in the delegation of powers. The comparative statement of tenders along with the rejected tenders shall be kept on record for audit purposes.
- (k) The date by which the stores are required shall be indicated in the notice calling for tenders / quotations.
- (l) Normally lowest rates shall be accepted. If for any reasons, the lowest rates are considered to be unsuitable or unreasonable, the purchase may be made at other than the lowest rates but reasons thereof shall be recorded on the comparative statement of tenders.
- (m) The alterations / overwriting in the tenders noticed at the time of their opening shall be specified on each tender and initialled by officers / members opening them.
- (n) Due to inadequate publicity or other reasons, if reasonable rates have not been received, fresh tenders shall be invited and efforts shall be taken to bring the invitation to the notice of all possible tenderers.
- (o) Normally repeat orders are not permissible. However owing to exigencies, repeat order may be placed within six months from the date of first supply order, after recording reasons thereof.

#### **4.6.5 Purchase / supply orders**

- a) Purchases shall not be split up to avoid the sanction from higher authority, with reference to the total amount of the orders.
- b) After the quotation/tender rates have been approved by the competent authority, the supplier shall be informed accordingly and asked to execute an agreement as per terms and conditions given at Annexure IV. On execution of an agreement, and obtaining minimum performance security deposit (by way of conversion of E.M.D.), a written supply order shall invariably be issued indicating the requirements of various articles, rate accepted, delivery schedule and other conditions in connection with the purchases.

#### **4.6.6 Payments procedure**

- a) The material/equipment shall be entered in Accession and Stock/ Dead Stock Register and the prescribed certificate to that effect is to be recorded by Deputy Registrar/Head of department/Librarian/ Coordinator/Rector on Invoice / Bill. The details of repair work must be entered in Equipment/ Vehicle History Register.

- b) The completed bill shall be sent to respective Accounts Section after the approval of competent authority as per Delegation of Power.

#### **4.7 Gifts**

- a) Any gift in the form of dead stock articles, books etc. transferred to University, the same shall be tagged and added to property records. The department receiving the gift shall ensure that all the requirements of acceptance are fulfilled and the gift is properly acknowledged and recorded, using estimated fair market value on the date the gift is received for acquisition cost.
- b) Transfers of Equipment to the University

All requests for transfers of equipment to the University must be in writing and approved by the concerned authority and necessary entry to be made in the respective registers.

#### **4.8 Fabrication**

Items fabricated/manufactured by departments (i.e. USIC, CFC, Engineering Section, Press etc.) may also be recorded as equipment. Acquisition cost shall be determined based on the cost of materials used, salary and other costs involved in the fabrication.

#### **4.9 Delivery**

- (1) Receiving at Store Section

Equipment/Material delivered to the Store Section shall be recorded before delivery to user department/section. It shall be the duty of the head of the Store Section to ensure that the material delivered is as per specifications mentioned in the supply order.

- (2) Direct Receipt at Department

When equipment is delivered directly to a department/section, the department/section shall prepare inventory records. It shall be the duty of the head of the concerned Section/department to ensure that the material is as per specifications mentioned in the supply order and will forward a property record with all information regarding serial number, current location etc. to the Stock Verification Section.

#### **4.10 Identification of University Equipment**

All equipment must be marked or tagged with a unique identification number and recorded in the property inventory listing. The identification number is applied to the actual unit unless its size or nature makes it impractical. A tag bearing the identification number shall be affixed in such a way that it is in plain sight and easy to read, e.g. on the top left corner or other conspicuous position. Additional

identification required by a department shall be applied in a manner that avoids confusion with the campus identification number. If the identification number is accidentally or mistakenly obliterated, defaced or removed, the equipment shall be retagged with the same identification number if possible. Assigned identification numbers are recorded on all applicable receiving, shipping, and disposal documents, and other records that are related to the property control system. Once an identification number has been assigned, no change is made during the life of the item regardless of inter-departmental transfers. This is the responsibility of the concerned Department / Section for whom the material is purchased.

#### **4.11 Inventory**

##### **(1) Dead Stock Register, Stock Register & Accession Register**

All stores received (whether purchased or transferred from other Department) shall be accounted for in the stock registers/dead stock register. Immediately on receipt of stores, all materials shall be examined, counted, measured / weighed, as the case may be, and record a certificate to that effect.

All non-recurring items/ equipment/ furniture etc. must be entered in Dead Stock Register. All recurring items are to be entered in the Stock Register. Accession Register has to be maintained for all type of purchases. All registers have to be serially numbered & such certificate shall be recorded at the end of the register.

##### *(a) Acquisition Data*

Information entered into Dead Stock Register shall include Date of Purchase, Cost, Purchase Order Number, Department, and Budget head of expenditure.

##### *(b) Item Description*

Description of equipment entered into the Dead Stock Register shall include Make, Manufacturer, Model Number, Serial Number, and University Identification Number as well as asset type / category / class as needed for capital asset reporting and depreciation. Warranty period must also be stated.

##### **(2) Location of Equipment**

The location of each item of equipment is noted in the department records and University Store Section. Current records as to movement of equipment are maintained in such a manner that any item of equipment can be located for inspection or inventory purpose within a reasonable time. The responsible user department/ section shall notify the Store & Stock Verification Section of any change in location of equipment.

**(3) Certification**

On the receipt of supplier's Bill, a certificate of stores having been received, inspected and taken on charge, will be endorsed on the bills as under:-

1. Stores received on.....
2. Certified that the stores mentioned in the bills have been inspected and found to be in accordance with the supply order and are correct.
3. Entry taken in Stock/Dead Stock Register page.....Sr.No.....

Head of the Department/Dy. Registrar

All entries in the stock register shall be initialled by the officer-in-charge of store/ concerned section.

**(4) Depreciation**

Depreciation information shall include life of the article, depreciation method/rate/ schedule and cumulative depreciation. The rate of depreciation shall be taken from University Cash Book Section.

**4.12 Issues**

**(1) Non-consumable Stores**

Issue of stores on loan for short period will not be struck off from the ledger. All the receipts for issues will be recorded properly to trace the location. The location of such stores will be specified in the 'remarks' column of the ledger. Unserviceable stores, losses, written off articles will be struck off from the ledger wherein the order of sanctioning the write off shall invariably be quoted and balances reduced accordingly.

**(2) Consumable Stores**

Such stores shall be issued to the extent actually required and shall be struck off from the ledger on the authority of issue slips and entry in the Issue Register indicating the name of the article, quantity and purpose for which it is required. These shall be signed by the individuals receiving and issuing the stores and approved by the Head of the Department / Dy. Registrar.

The issue slips or entries in the Issue Register shall be serially numbered, dated and posted in the stock-ledger in the chronological order. In the case of consumable stores frequently issued, the issue entries in the stock register may be made weekly or monthly at convenience, taking into account the total quantity issued during the period. For this purpose the Stock will not be issued by the Central Store Section on the last working day of the month. The page number of the ledger will

be indicated against each item on the issue slips and the issue slips and Number and date will be entered in the stock ledger against each issue. Losses, if any, after being written off will be struck off in the ledger.

#### **4.13 Loss Prevention**

Following care shall be taken in addition to the insurance, to protect University property against the risk of loss, damage or theft.

- the equipment shall be properly tagged, and bar code labels or permanent markers are on the equipment.
- a check-out/check-in system shall be introduced for departmental equipment.
- A security room or closet shall be used to store the items.
- Departments/sections may assign a responsible person to perform interim inventories to ensure adequate property control.

#### **4.14 Internal Transfers, Relocation And Loan Of Equipment**

It is the responsibility of the department / section to notify Property Co-ordinator of all relocations of equipment items as follows:

##### **(1) Relocation of Entire Department**

After department relocates, the department shall conduct a complete physical verification of inventory and tally with the Dead Stock Register/Stock Register.

##### **(2) Inter-Departmental Transfers**

Equipment shall be transferred between department/section, with approval of HOD/Director/Coordinator/Rector/Dy.Registrar /Asst Registrar of the department/section. The transfer slip must then be forwarded to the department who has accepted the equipment. This department must record the new location(s) of the equipment. The HOD/Director/Coordinator/Dy.Registrar/ Asst. Registrar of the department / section of the receiving department must also sign the slip for acknowledging the receipt. The completed slip must be forwarded to Stock Verification Section. Stock Verification Section shall then update campus inventory records to reflect the transfer.

##### **(3) Loans of Equipment**

Loans of University Equipment from One Department to Another:

If equipment is loaned to another department for a short period, a memorandum of the transaction shall be filed in the lending department.

**(4) Surplus Property**

Departments or operating units having excess / surplus equipment and property shall declare the excess & surplus stock and permit Stock Verification Section / University Store Section to relocate the items.

**4.15 Physical Verification Of Stores And Stock**

It is essential to conduct a physical verification of stock periodically in view of the considerable expenditure involved in the purchase of furniture and equipment. To make this effective, it is absolutely necessary to mark the serial number on all the items of furniture and other equipment like chair, table etc., lying in the Department.

**(1) Verification of Stock and Stores**

The Superintendent/Asstt. Superintendent of Stock Verification Section shall prepare a programme of annual stock verification and intimate it to all concerned departments / sections well in time, so that it may be possible for them to arrange for the test-check through their concern stock verifiers. It is also necessary that whenever persons in charge of stores are transferred, the stock taking shall be done and a certificate of handing / taking over of the stores and stock should be recorded in the stock ledgers by the relieved and relieving person to avoid any complications relating to responsibility for stock and stores.

It is the primary responsibility of the concerned Section / department to provide a support of peon / coolies for the counting or any other purpose to the Stock Verification Section & in-charge of Stock Verification Section shall put the remark & sign all the pages of the stock register with the date of verification.

**(a) Library Books**

The position of library books is somewhat different from that of other stores. Accordingly, the following procedure shall be followed for physical verification of books in the libraries attached to the various Departments/Offices:-

1. Physical verification of books shall be done every year.
2. If having regard to the size of the library, the time, the cost and the personnel involved, etc. it is not possible to have physical verification done annually, the whole of collection of the books, shall be physically verified at intervals of not more than 5 years, at least 1/5th of the library being checked every year.
3. The verification would always be subject to surprise test-check by some independent officers.

A certificate of verification of stores with its results shall be recorded on the list, inventory or stock account, as the case may be, where such verification is carried out.

**(2) Instruction for Physical Verification**

While making a physical verification, the following instructions shall invariably be followed:-

1. Verification shall always be made in the presence of the subordinate authority or of a responsible person deputed by him.
2. All discrepancies noticed by him shall be brought to account immediately so that the stores account may represent the true state of affairs.
3. Shortages and damages as well as unserviceable stores, shall be reported immediately to the authority competent to write off the loss and to the stores verification cell.
4. Balances of stores shall not be held in excess of the requirements of a reasonable period and in excess of any prescribed maximum limit.
5. A periodical inspection of stores shall be made by a responsible officer, who shall submit a report of surplus and obsolete stores to the authority competent to issue orders for their disposal. The inspection shall, unless there be good reasons to the contrary, be made six monthly, in the case of perishable stores and once a year in the case of other stores and
6. Stores remaining in store for over a year shall be considered surplus unless there is good reason to treat them otherwise.

**(3) Certification**

Head of the Department/Assistant Registrar shall physically verify the stock shown in the Dead Stock Register as on 30<sup>th</sup> June and shall submit a certificate to the Finance and Accounts Officer in the following format before 15<sup>th</sup> July every year. :-

“Certified that we have inspected the Register of articles of dead stock/ equipment/ consumable and have found that it has been properly kept up-to-date and that the articles mentioned therein are actually held in stock and that no articles have been written off, except under proper sanction, which sanction has been duly recorded on the return under signature of the inspecting authority”.

**(4) Results of Inventories**

Stock Verification section shall identify all discrepancies disclosed during stock verification. The listing shall include a signed statement that physical inventory of all or certain classes of property was completed on a given date and that the official property records were found to be in agreement with the physical inventory, except for discrepancies reported. The listing and signed statement shall be furnished with a minimum of delay at the completion of the physical inventory for the perusal of Hon'ble Vice-Chancellor through the Stock Verification Section.

Losses due to depreciation shall be analysed and recorded under the following heads, as they are due to :

- (i) Normal fluctuations of market prices.
- (ii) Fair wear and tear.
- (iii) Lack of foresight in regulating the purchases.
- (iv) Neglect after purchase.
- (v) Losses not due to depreciation shall be grouped as:-
  - (a) Losses due to theft or fraud.
  - (b) Losses due to neglect.
  - (c) Losses due to natural (an act of God) and other calamities, e.g. fire, enemy action, etc.
  - (d) Anticipated losses on account of surpluses of obsolete stores or of purchases in excess of requirements and
  - (e) Other losses due to damage etc.

**(5) Personally Owned Equipment**

None of the University employee should keep personally owned equipment on campus without prior permission from Hon'ble Vice Chancellor & it shall be identified as the property of the owner. The University is not responsible for loss or damage to the equipment.

**4.16 Disposal of Equipment/Material**

**(1) Rules of the disposal of stores rendered unserviceable**

The result of physical verification shall be communicated to the Stock Verification Section & the concerned Department / Section together with a list of stores as are found deficient, obsolete and unserviceable (declared by competent authority) in the form prescribed below:-

1. Sr. No.
2. Description of article
3. Ground balance
4. Ledger Balance
5. Shortage or Excess
6. Value of shortage or excess
7. Number of articles found obsolete or unserviceable and their value
8. Remarks.



A statement shall be attached in support of Sr. No. 7.

In the case of deficiency, the list shall also contain a report of the circumstances leading to such deficiency and in other cases about the condition of stores.

The list shall be placed before Write-Off Committee for consideration and recommendation as per the Shivaji University General Statues & Maharashtra Universities Act 1994. The Committee shall survey the stores and make a report together with its recommendations.

The list of such articles together with the report and recommendations of the committee shall be placed before the Management Council/Vice Chancellor as per the Financial Delegation of Powers for considerations.

After the report of the Committee has been accepted and the write off sanctioned, a list of the articles to be disposed of by auction shall be forwarded to the University Store Section/Engineering Section who will arrange for the auction of stores.

The articles listed for write off and auction shall be stuck off the ledger on the authority of the Management Council Resolutions / As per Financial Delegation of Powers and disposal thereof noted, quoting the receipt number and the date under which the sale proceeds have been deposited to the Store / Engineering Section.

**(2) Lost or Stolen Property and Equipment**

When a determination has been made that University property or equipment has been lost or stolen, the individual or department / section accountable for the property or equipment shall immediately notify the Campus Security and then prepare and submit a complete written report to the Hon'ble Vice Chancellor & seek approval to lodge a Police Complaint by the concerned Dept / Section. A copy of the report must be sent to the Stock Verification Section & Campus Security Section. Employees may be charged for any loss of or damage to University property that is attributable to their negligence or unauthorized use.

**(3) Trade-in of Equipment (Purchase of Equipment under Buy Back):**

Departments must prepare and submit a written request whenever equipment is being traded-in for new equipment. The request shall include a complete description and identification of the equipment, the vendor, the monetary value offered for the equipment, and requisition number. The request shall accompany the requisition, with a copy to the Stock Verification Section. After the equipment has been traded in, the department must notify the Stock Verification Section and provide the copy purchase order along with the complete details of the old equipment including the depreciated value & request for the Write Off from the Dead Stock Register.

**(4) Donation of Equipment**

Stock Verification Section in accordance with University policy may donate university equipment and supplies. Any non-profit organization may qualify for a donation. The organization must submit a letter to The Vice Chancellor, Shivaji University, Kolhapur, requesting donation of items. All donations of equipment must be processed through Stock Verification Section.

**4.17 Terms And Conditions For Agreement**

The terms and conditions for an agreement are given in Appendix IV in the form of a standard format. This form shall be made applicable to all the contracts to be executed on behalf of the university. The same conditions shall be incorporated in the tender documents. Any change required in this agreement/tender document, considering the nature of items, shall be made after approval by the competent authority.



## **WORKS ACCOUNTS**

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### General

- 5.1 The term 'work' when by itself, is used in a comprehensive sense and applies not only to work of construction and repair but also to other individual objects of expenditure connected with the supply, repair and carriage of tools and plant, the supply or manufacture of other stores or the operation of a workshop.
- 5.2 The University Engineer shall maintain a register of projects, in which all the proposals for new works shall be entered. These proposals shall be placed before the Management Council through the Building Committee for according administrative approval. Building and Works Committee shall ascertain from the University Engineer the approximate cost of the entire project and shall consider its utility, urgency and the means available to finance the project. Any project beyond the means of the University to finance shall not be under-taken.
- 5.3 In financing any work, it shall be considered whether it is possible to provide the full requisite amount during the year. If the full requisite amount cannot be provided in one year, the Management Council shall, in consultation with the Building Committee fix a programme as to the items to be carried out every year. In fixing the programme, care shall be taken to see that the items to be executed are not damaged and the amount spent on them is not wasted.
- 5.4 Repairs shall ordinarily be given precedence over the original works. Adequate provision shall be made for the works in hand at the close of the previous year. Past expenditure shall not be allowed to go waste by neglect to maintain the existing works or to complete the unfinished works.
- 5.5 In order to enable the Management Council to make adequate provision for the upkeep of existing works the University Engineer shall state his full requirement for the year on the dates given in budget schedule. Whenever necessary, he may submit proposals for obtaining supplementary grants or re-appropriations of allotments sanctioned for one work to another, explaining the necessity for such supplementary grant and re-appropriations and the effect of such supplementary grant/ re-appropriations not being made.

- 5.6 The sanction accorded to current repairs estimates shall lapse at the end of the year, but the sanction accorded to special repairs or original works shall hold good till the repairs or works are completed.
- 5.7 The sanction accorded for the allotment of funds in the Budget Estimates shall continue in force till the end of the Year to which it pertains. In the case of original works and special repairs, however, the Building Committee and the Management Council may, after calling for a statement of incomplete works at the end of the year and the probable amount required for completion, sanction a re-allotment of that amount so that the works may be proceeded in the next year. Such sanctioned re-allotments shall be included in the 'Supplementary/Revised Budget'.

### **Classification of Works**

#### **5.8 The works of the University are classified as under -**

- a) *Maintenance Works* : These works shall include routine maintenance works and repairs regardless of the total cost to be incurred for their execution.
- b) *Minor Works* : These shall include all original works, special repair works involving additions and alterations to the existing structure, with an estimated cost of Rs. twenty-five lakhs or less.
- c) *Major Works* : These shall include original works and special repair works and involving structural additions and alterations with an estimated cost exceeding Rs. twenty-five lakhs.

Provided that the classification of major works and minor works shall be based on P.W.D. manual.

#### **a) Maintenance Works:**

The University Engineer, shall be responsible for preparation of plans and estimates for these works and also for their execution and supervision under the guidance of the Buildings and Works Committee.

#### **b) Minor Works :**

All minor works estimated to cost up to and including Rs. twenty- five lakhs or the maximum amount decided by the Government from time to time, shall be executed by the University.

- (i) These works shall be executed by the University. The University Engineer, under the directions of the Buildings and Works Committee, shall get prepared the plans and estimates for such works either through his own staff or where necessary with the help of a Consulting Architect/ Structural Engineer chosen from the panel of Architect/Structural Engineers, as approved by the Management Council.

- (ii) As a general principle, there shall be a panel of Architects approved by Buildings and Works Committee for a year, and the works shall be allotted to them serially. However the selection of the Architect, who is not on a panel, for a specific job shall be made by the Buildings and Works Committee.
- (iii) The University Engineer, shall be responsible for execution and supervision of these works under the guidance of the Buildings and Works Committee.

**c) Major Works :**

**(i) Preparation of Block Estimates**

The block estimates of all original Works shall be prepared by the University Engineer, to assess the rough cost of the work with a view to determining whether the work shall be executed by the University or by the Public Works Department. The Buildings and Works Committee shall recommend the estimated cost of a work to the Management Council.

**(ii) Major Works to be executed by the University :**

- (i) The University Engineer under the directions of the Buildings and Works Committee shall prepare the plans and estimates of such works through his staff or whenever necessary with the help of consulting Architect/Structural Engineer chosen from the panel prepared by the Buildings and Works Committee and approved by the Management Council, provided that, the final selection of the Consulting Architect/Structural Engineer shall be made by the Buildings and Works Committee.
- (ii) These works shall be executed by the University under direct supervision of the Buildings and Works Committee through the Architect and R.C.C. Consultants appointed by the University. The approval to the detailed plans and estimates by the Buildings and Works Committee, submission of the detailed plans to the concerned Municipal Corporation for its approval and obtaining of the commencement certificate, occupation certificate and completion certificate, shall be carried out by the Architects as per the procedures of the University and concerned Municipal Corporation under the overall supervision of the University Engineer.
- (iii) The University may also execute works of estimated cost exceeding Rs. twenty-five lakhs or the maximum amount decided by the Government, from time to time, if the nature of such work is not complicated and the concerned structure is up to ground plus three floors and/or the work involves multiple repetitive units such as. staff quarters, etc. For this purpose however, prior approval of the Chancellor shall be obtained.

- (iv) The University shall have an appropriate technical organization to execute the works to be undertaken by the University. The composition of such technical organization shall be determined by the University in consultation with the Buildings and Works Committee.
- (v) The University may avail of the services of the Quality Control Organization of the Public Works Department/approved quality control laboratories to inspect the quality of the material used for University works on payment of stipulated charges and to check the quality and structural safety of the works under construction.
- (vi) In case of works of special nature requiring particular expertise, pre-qualification of contractors shall be made by the Buildings and Works Committee.
- (vii) In case the Public Works Department refuses to undertake any work proposed to be entrusted to them, such works shall also be executed by the University with the help of such specialised authorities/ Departmental Individuals.

#### **Major works to be executed by the Public Works Department**

- (i) All major works costing more than Rs. twenty-five lakhs or the maximum amount to be decided by the Govt. from time to time except as stated above shall be entrusted to the Public Works Department, for execution on agency basis on the terms and conditions as decided by the Government from time to time.
- (ii) Even if the estimated cost of the work is less than Rs. twenty-five lakhs and if the work is of specialized nature, then the Buildings and Works Committee may entrust such work to Public Works Department for execution.
- (iii) The plan and block estimates for these works shall be prepared by the Government Architect, and shall be placed before the Buildings and Works Committee for its approval.
- (iv) After getting approval for these plans and block estimates by the University. The Government Architect shall prepare detailed plans and estimates and the same shall be placed before the Buildings and Works Committee for its final approval before submission of the same to the concerned Municipal Corporation. The Public Works Department authorities shall obtain Commencement Certificate, as per the procedure adopted for the Government buildings.
- (v) The Public Works Department shall follow the procedures laid down by the Government for execution of its works, from time to time.

- (vi) It shall be the responsibility of the Public Works Department to comply with the Municipal Corporation rules and to obtain the occupation and completion certificates from' the concerned Municipal Corporation as per the procedure followed in the case of Government Buildings.
  - (vii) The Buildings and Works Committee may inspect the works being executed by the Public Works Department and if required make suggestions and the Public Works Department authorities shall take due cognisance of such suggestions. In the event of Public Works Department not accepting any suggestions made by the Buildings and Works Committee, the reasons for not doing so shall be intimated by P.W.D. in writing to the University.
- 5.9 The Building and Works Committee under the direction and overall supervision of the Management Council shall be responsible for the execution of all types of works including works to be executed through the agency of public works Department. The Committee shall be competent to accord administrative approval and financial sanction to maintenance works subject to availability of funds provided in the budget.
- 5.10 The Committee shall recommend and obtain the Management Councils administrative approval and sanction expenditure in respect of all the works other than maintenance works to be undertaken by the University or to be entrusted to the Public Works Department.
- 5.11 The Buildings and Works Committee shall recommend to the Finance and Accounts Committee, a Programme of Works to be executed in the ensuing year. This programme will separately specify (a) Maintenance Works. (b) Works to be executed by the University and (c) Works other than those to be executed by the University. On the basis of the Buildings and Works Committee's recommendations and subject to the final approval of the Management Council and, the Senate, a lump sum provision will be made in the annual budget for maintenance works. In respect of works to be executed by the University and the works other than those to be executed by the University, however, specific provision will be made for each work in the budget.
- 5.12 After getting the approval of the Management Council, the University Engineer shall prepare a detail plan, drawings, estimates of the work and place before the Buildings and Works Committee for its approval.
- 5.13 The Committee shall prepare a panel .of at least five Architects and five R.C.C. Consultants of proven experience and merit for the University Works. Such panel will be subject to approval of the Competent Authority.

#### **5.14 Buildings and Works Committee shall-**

- i) maintain a separate list of contractors on the basis of their technical experience and financial capability for execution of works concerned.
- ii) be responsible for getting technical scrutiny carried out as may be considered necessary by it.
- iii) be responsible after careful scrutiny for the acceptance of tenders received for works concerned and in case where it proposes to assign a work to a contractor whose tender is not the lowest, it will record its reasons in writing and recommend the same to the Management Council.
- iv) exercise general supervision over the work of engineering staff of the University and in particular ensure that essential records and data like the register of the University's properties and the works' register etc. are maintained up to date. Likewise, it shall ensure that the rejected tenders are retained for a period of three years, unless they are to be required for a longer period for any specific purpose such as court case, departmental inquiry, etc. It shall ensure that the University Engineer/ Architects certifies the completion of works in accordance with the final design, in respect of concerned works.
- v) if necessary associate the consulting Architects, where appointed with its deliberation for the works concerned.
- vi) settle rates not covered by tender and settle claims and disputes with the contractors in respect of maintenance works and works to be undertaken by the University. As regards the works undertaken by the Public Works Department, the Executive Engineer or the Superintending Engineer shall have the power to settle rates not covered by tender under powers delegated to him in Public Works Department. As regards the claims and disputes with contractors in respect of such works, the Chief Engineer of Public Works Department will have full powers to settle claims up to Rs. One lakh whether or not sanctioning such claims involves excess over the approved cost beyond permissible limit of 10%. The claims and disputes of amount more than Rs. One lakh will be examined by the Chief Engineer, Public Works Department and if it is convinced that prima-facie the contractors' claim is not frivolous and that there is some substance in the claim of the contractors as would merit a detailed examination, the Chief Engineer will place such claim for decision before the Buildings and Works Committee which will have the full powers to settle such claims. However, if sanctioning such claims involves an excess beyond 10% over and above the approved estimated cost of the project, approval of Management Council to such excess amount shall be obtained.



- vii) In respect of maintenance and works to be undertaken by the University, the Chairman of the Buildings and Works Committee shall have the powers to sanction the payment of running account bills of a work, subject to such a bill having been examined by the Architects, where appointed and certified as 'fit for payment' by the University Engineer.
- viii) In respect of maintenance works and other works to be undertaken by the University, the Chairman of the Buildings and Works Committee shall have the power to sanction payment of final bills if the overall deviation in the bills is within the sanctioned estimates or if it does not exceed or recede by 10% of the sanction. In case the amount of the final bills exceeds or recedes by 10% of the sanction, the Chairman of the Committee shall have the powers to release 90% part payment of the balance payment due against the tender items. The remaining 10% of the payment so deducted against the tender items along with the excesses and extras shall be released only after the approval of the Buildings and Works Committee.
- ix) The Buildings and Works Committee shall have the powers to extend the contract period on the recommendation of the University Engineer in case of maintenance works and the Architects in case of the works to be undertaken by the University. Pending the sanction of extension of contract period by the Buildings and Works Committee, the Vice-Chancellor shall have the powers to release 90% part payment of the remaining due against the tender items and the remaining 10% so deducted against the tender items shall be released after the approval of the Buildings and Works Committee.
- x) In the case of works executed by the University under its supervision, the committee shall have the powers to settle and recommend to the Management Council the escalation of rates over and above the tender rates as per norms adopted by the Public Works Department, thereupon modify the estimates earlier approved by them.

Provided that the procedure prescribed shall be consistent with P.W.D. manual.

#### **Tender/Quotation Opening Committee**

- 5.15 The Buildings and Works Committee shall constitute a sub-committee to open the Tenders/Quotations.
- i) The Sub-committee, in presence of all Contractors, shall open the sealed tenders. Each member of the Sub-committee shall sign the tender papers.
  - ii) University Engineer, shall prepare the comparative chart showing name of the contractor, amount quoted by each contractor, conditions if any; quoted by the contractor(s).-

The comparative chart so prepared and signed by the members, shall, then be placed before the competent authority.

### **Technical Committee**

5.16 The Buildings and Works Committee shall constitute the technical committee.

The functioning of the technical committee shall- be as defined by the statutes and ordinances of the concerned university.

### **5.17 Original Works**

The University Engineer shall maintain a register in which all proposals for new works shall be entered and sanctions relating to their execution. The following conditions shall precede the execution of original works :-

- (i) 'Administrative approval' is the formal acceptance by the competent authority which is in effect its concurrence in the proposal for the execution of certain specific work at a cost approximately stated. An application for the administrative approval shall be accompanied by preliminary report, approximate estimates, information regarding the fund or source from which the expenditure will be met, general drawing and such other information as may be necessary to indicate roughly what the proposals are,
- (ii) that designs for all future University buildings costing up to Rs. 25 lacs, be invited from the Architect/Engineer amongst the approved panel of eminent Architects/Engineers as approved by Management council, along with terms and conditions.

In selecting the designs the availability of carpet area of various blocks to suit special requirements of the project as also the overall economy in cost of construction as distinguished from purely Architectural beauty shall receive special consideration.

- (iii) that open tenders be invited from the registered Contractors in the appropriate classes with (a) State P.W.D. (b) State Irrigation Deptt. (c) Maharashtra Jeevan Pradhikaran Authority, (d) Municipal Corporation etc. (e) M.I.D.C.
- (iv) that in order to obtain competitive offers, tenders shall provide a clear cut price variation clause as per the State P.W.D.
- (v) that during the execution of work, excesses in the quantities of tender items up to 10% be approved and sanctioned by the Vice-chancellor and that such excesses exceeding 10% shall have prior approval and sanction of the Building Committee.

- (vi) that extra items necessary to be carried out during the execution of work shall have prior approval and sanction of the Building Committee.
- (vii) Technical sanction to the detailed plans and estimates consisting of a report on the proposed work, details of quantities and specifications and rates for each item working up to the estimated figure, would imply that the proposals are structurally sound .and estimates are based on adequate data and accurately calculated.

When the plans and estimates are finally approved, the number of resolution and date under which they are approved shall be recorded on the estimate. In submitting the plans and estimates to the Building Committee, the Budget Head to which the expenditure is proposed, shall be clearly stated.

(viii)Administrative sanction of the Management Council.

- 5.18 In case, an urgent work is carried out in anticipation of these formalities, prior orders of the Vice - Chancellor shall be obtained in writing and the fact reported to the Management Council at, its next meeting through Building and Works Committee.
- 5.19 Should any alteration or deviation from the sanctioned estimate involving additional expense over the figure sanctioned by the Management Council be considered necessary, a revised or supplementary estimate shall be submitted for technical and administrative sanction. Cases of material deviation from the approved estimates shall be reported to the Building Committee even if the total expenditure is within the sanctioned estimate.

Note: -In the case of urgency and when it is not advisable to wait till the date of next meeting of the Building Committee, petty and minor deviations not involving major changes in the design may be made under the written order of the Vice-Chancellor and the fact reported to the Building Committee for ratification at the time of its next meeting.

#### **5.20 Repairs**

The term “repairs” includes upkeep and maintenance of buildings, equip-ment or other asset so as to keep them in proper working order. It also includes minor additions or alterations which do not materially increase the value of the asset.

5.21 Repairs are generally divided into three kinds.

- i) Periodical repairs which are carried out as a matter of routine or rotation and usually involve the same quantity, from time to time.

- ii) Repairs which are periodical repairs.
  - iii) Occasional or petty repairs which may have to be carried out between the times of periodical repairs.
- 5.22 Provision for repairs shall be made in the Annual Estimates and shall include provision for all works establishment including watchmen sanctioned for the care of building, etc., and cost of material as well as other labour.

### **Preparation of Estimates**

- 5.23 To facilitate the preparation of estimates, a schedule of rates for each item of work commonly executed shall be prepared every year in March, on the basis of the prevailing rates, by the University Engineer and sanctioned by the Vice-Chancellor. Where it is not practicable to prepare a schedule of rates, the rates adopted by Public Works Department of the State Government may be adopted.
- 5.24 Detailed plans and estimates for original works shall be prepared only after the administrative sanction to the work is accorded. The letter number of the U.G.C. or the resolution number of the Management Council, according approval shall always be quoted in the estimate.
- 5.25 The Estimate shall be prepared generally in the forms used in the Public Works Department of Government. The University Engineer may, however, make additions or alterations in the heading on the face sheet according to requirements. In preparing the estimates the instructions given in the Public Works Department Hand Book shall, as far as possible be followed. A copy of detailed Estimate with rate analysis shall be furnished to the Accounts Section.
- 5.26 The estimate shall provide for the complete work and not piece-meal work. The cost of the work shall generally be calculated at the rates given in the schedule of rates and if for any reason those rates are not considered adequate and higher rates are necessary, a detailed statement showing the manner in which rates entered in the estimates are arrived at shall be appended to the estimate.
- 5.27 All incidental expenditure which can be foreseen shall be provided for in the estimates. Provision for contingent expenditure on the works may be made to the extent of 5% of the total charges. The provision for contingencies shall not be diverted to any new item not provided for in the estimates, without the sanction of the authority which sanctioned the original estimate.
- 5.28 The annual repairs estimates for buildings shall be for fixed amount based on a percentage of the cost of the building, the nature of the work and the use to which

the building is put. These rates shall be fixed by the University Engineer from time to time.

- 5.29 When the original estimate is likely to be exceeded for any reason by more than 10% or when a change of design or plan is necessary, a revised estimate shall be prepared as soon as the necessity arises and before the completion of the work.
- 5.30 If a work is abandoned after partial execution and is proposed to be taken up again, a fresh estimate shall be prepared before the work is restarted.
- 5.31 Minor deviations within the sanctioned estimate which do not necessitate the preparation of revised estimate may be carried out with the sanction of the Vice-Chancellor. Such deviations shall, however, be shown in a statement to be kept on record along with the sanctioned estimate.
- 5.32 The sanction to an estimate for a work shall be strictly limited to the precise object for which the estimate was intended to provide. Any anticipated or actual saving on an approved estimate shall not be used to carry out additional work other than incidental work arising out of the main work, not contemplated in the original plan and estimate for the work. The incidental work may be carried out within the total sanctioned estimate with the approval of Vice-Chancellor.
- 5.33 When a work is spread over more than one financial year. The budget provision shall be made only for the amount that is likely to be utilized in that financial year.

#### **5.34 Execution of Work**

- i) No work shall be commenced without proper authority. An order to prepare an estimate is no authority for execution and no work shall be commenced or expenditure in connection with it incurred, until funds are provided.
- ii) With regard to the execution of works, verbal orders shall not be given, but where such orders are given they shall be confirmed in writing as soon as possible after obtaining the sanction of the competent authority.
- iii) A Register of Commitments/payment shall be maintained by the Engineering Unit for keeping a watch over the financial liabilities in respect of the works which have been approved for execution.
- iv) Works shall be executed either departmentally by employing daily labour/ piece workers or through contract.

#### **5.35 Records of Works**

The initial records on which the accounts of work are based are :

- (a) muster roll, and

- (b) measurement books.
- (a) *Muster roll*
- (i) When any work is done by daily labour, a muster roll shall be maintained by the official in-charge of the work.
- (ii) The forms of the muster rolls shall be numbered and sealed with the University Seal before they are brought in use. The University Engineer will keep the forms in his custody after giving them serial numbers and issue them to his subordinates as and when required after putting his signature and date of issue on the forms and keeping an account the forms in a bound register. Loss of any of the forms whether blank, or issued shall be immediately reported to the Accounts Department so as to guard against wrong payments.
- (iii) For work done by daily labour, the subordinate in-charge of the work will prepare the muster roll which will show the work done by this means and the amount payable on this account. A separate muster roll shall be maintained for each work which has been separately estimated for. The payment on muster roll shall be made by a responsible person only after the University Engineer has passed it for payment. The fact of payment will be certified by the University Engineer.
- (iv) The muster roll shall be written up daily by the subordinate, supervising the work. Every morning a report showing the number of labourers employed on each work shall be sent to the University Engineer. These reports will be used to check the muster rolls, when presented for payment.
- (v) Unpaid wages, if any, will be entered in the register of unpaid wages and credited to “deposits”. The wages may be paid subsequently on a hand receipt. A note of the payment will be taken in the Register of Deposits.
- (vi) When the muster roll is closed, the work turned out shall be measured. When the work turned out is not susceptible of detailed measurement, payment may be made on the certificates of the officer-in-charge of the work to the effect the work turned out is commensurate with the amount spent thereon.

**(b) Measurement Books**

- (i) Payments for all work done otherwise than by daily labour and for all supplies required for specific work are made on the basis of measurement recorded in measurement books. These books shall be numbered serially and their account shall be maintained by the University Engineer showing the serial number of each book the date of issue and date of its return.

- (ii) The measurement Book shall be the most important record since it forms the basis for all payments. Full particulars and the name of the work measured shall be given in the measurement book, along with a certificate of the measurements being checked.
- (iii) A stock register of measurement books shall be maintained by the University Engineer showing the printed number on each book, the name of the person to whom issued, the date of issue and the date of return.
- (iv) Before recording the measurements, it shall be ensured that the work done or supplies made are fully in accordance with the prescribed specifications. If any item of a work is measured before it is completed according to the specifications, the fact shall be clearly recorded in the measurement indicating the deficiencies in the part of the work and the reduced rate at which payment for the item is recommended.
- (v) The pages of the books shall be machine numbered. Entries shall be recorded continuously and no blank pages shall be left torn or torn out. If any pages are left blank inadvertently, they shall be cancelled by diagonal line and attested and dated. The entries shall ordinarily be made in ink. No entry may be erased or overwritten. If a mistake is made, it shall be corrected by crossing out the incorrect words and figures and inserting the corrections which shall be initiated and dated by the responsible official. A reliable record is the object to be aimed at as it may have to be produced as evidence in a Court of Law.
- (vi) Payments for unmeasured works shall not be made. In the case of petty miscellaneous works with regard to which measurements are not feasible, the University Engineer shall certify on the bill that the work done is worth the amount claimed for it.

### **Contracts**

5.36 In the case of works to be given out on regular contract, in prescribed form by State P.W.D. the University Engineer shall prepare the contract documents which shall include:-

- (i) a complete set drawing showing the required details.
- (ii) complete specification of the various items of work and the materials to be used.
- (iii) a schedule of quantities of the various items of work and

(iv) a set of conditions of contract to be complied with by the person, whose tender is accepted. Opinion of the legal adviser shall be obtained when necessary.

5.37 The following particulars shall invariably be furnished in the tender notice:-

(i) Name of work,

(ii) Amount of estimate.

(iii) Time that would be allowed for the completion of work.

(iv) The place where and the date and time up to which the tender forms will be issued.

(v) When and where the tender forms shall be submitted.

(vi) When, where and by whom the tenders will be opened.

(vii) The amount of earnest money to be deposited in form of D.D. along with the tender.

5.38 Authority shall always be reserved to reject any or all the tenders so received.

5.39 As soon as the tenders are opened, the University Engineer or the concerned Unit will prepare a comparative statement showing the rates quoted by the various tenders. The name of the contractor whose tender is finally accepted will be recorded at the end of the statement under the signature of the competent authority.

5.40 Normally, the lowest tender shall be accepted after ascertaining the capacity of the contractor. In cases where it is decided to accept a tender other than the lowest or by negotiation, the matter shall be submitted for perusal, to the Building Committee with reasons.

5.41 The amount of earnest money to be deposited with the tender is fixed at one percent of the estimated cost of the work. The amount shall be sufficiently large to be a security against loss in case of the contractor failing to furnish the required security or to enter into agreement within the appointed time, after acceptance of the tender, as the case may be.

5.42 The demand drafts for earnest money received with the tenders shall be refunded to the party whose tender is not accepted. If the tender is accepted, the earnest money of accepted tenderer shall be taken to form part of the initial security deposit and transferred to the deposit register.

5.43 For every work given out on contract, an agreement on a stamped paper shall be executed. As soon as an agreement is entered into with the contractor, it shall be



entered in a register and given a number and date or year. Payments made to the contractors from time to time shall be noted in a Register of Works.

- 5.44 Security shall in all cases be taken for the due fulfillment of a contract as 5 percent of tendered cost. This security may be :-
- (a) A deposit or cash or the amount or earnest money accompanying the tender,
  - (b) A deduction of percentage fixed from the payments made on account of work done.
  - (c) Government Securities.
- 5.45 Security deposit may be refunded after a period of six months after the completion of the work,
- 5.46 Time for commencement and completion of the work shall be mentioned in the agreement and power shall be reserved therein for cancellation of the contract and for getting the work done by any other agency at the cost of the Contractor in case of failure on his part to commence the work in time or to keep it in progress with due diligence. Provision shall also be made in the agreement for imposing penalty for breach of any conditions of the agreement.
- (i) Work shall be executed strictly in accordance with specifications given in the approved estimates. The terms of every agreement shall be strictly enforced and nothing shall be allowed to be done that would tend to nullify or vitiate any agreement.
  - (ii) A contractor shall not be given verbal promise of being allowed higher rates than those agreed upon in consideration of any peculiar or unforeseen circumstances. If in any case higher rates are considered necessary, specific orders of the Vice-Chancellor shall be obtained.
- 5.47 If any item of work which is not included in the original estimates, is required to be included subsequently, a separate estimate for the extra item shall be prepared and got approved by the competent authority. The estimate shall be accompanied by a statement giving complete analysis showing how the rate has been worked out.

#### **Works Executed through Architects**

- 5.48 In the case of major works entrusted to Architects, the contractors' bills for the work done are paid on the basis of the certificates given by the Architects. However, the University Engineer will also associate himself closely with the work on behalf of the University with a view to ensuring that the work is executed according to the Schedule and that there are no deviations from the prescribed terms and

conditions. He will draw the attention of the Vice-Chancellor if, at any time, it is found that the work is not progressing according to the fixed schedule or specifications including material deviations from the quantities of the individual items of work shown in the original estimates. The bills of the contractors received through the Architects will be routed through the University Engineer so as to enable him to keep a watch over the progress of the work as well as expenditure for exercising budgetary control.

#### **Works financed from Grants from the University Grants Commission**

5.49 The conditions governing the grants sanctioned by the University Grants Commission for works shall be strictly followed. The University Engineer shall ensure that the conditions are strictly observed, that the required information or reports are furnished without delay.

#### **5.50 Payment of Bills**

- (i) Bills shall be prepared in duplicate in the prescribed forms. Every bill (and muster roll) shall bear reference to the number and page of the measurement book in which the measurements of the work are recorded. The name of the contractor or supplier, name of work or purpose of supply, serial number of the bill, reference to the agreement or sanction shall invariably be recorded by the University Engineer before certifying the bill for payment. The original bill shall form a payment voucher and shall be filed in the voucher file in the Accounts Section. The duplicate copy shall be returned by the Accounts Section to the University Engineer, after making an endorsement specifying the voucher number and date and the amount for which it is passed.
- (ii) When the authorised rate has not been fully earned, a suitable reduction shall be made therein and the reasons thereof shall be recorded briefly by the University Engineer.
- (iii) An advance payment for work actually executed may be recommended by the University Engineer, who will certify to the effect that the quantity of work actually done is not less than the quantity for which payment is recommended.
- (iv) In the case of contract for finished work, the University Engineer may recommend payment of secured advance not exceeding 75 percent of the assessed value of material brought to site provided such material, is imperishable and is actually required to be “used on the work, and the agreement drawn up with the contractor provides that the University secures a lien on such materials and that it is safeguarded against losses due to postponement of the work, or shortage or

misuse and against expenses for their proper watch and safe custody. The University Engineer will be responsible for any overpayment and for watching the recovery or adjustment of the advances as and when the material is used for the work.

- (v) All works bills (including those in respect of works entrusted to Architects) shall be thoroughly checked by the Engineering Unit which will ensure that the works have been executed under proper authority and in accordance with the prescribed standards and specifications, that the quantities have been correctly measured and worked out, that the rates and calculations are correct and other conditions of contract are fulfilled and that the excesses or extra items, if any are covered by the required sanctions. It will also ensure that the bill is complete in all respects including arithmetical accuracy in respect of quantities measured, rates allowed and payment of the dues from the contractor.
- (vi) The Accounts Section will further scrutinize the bills and make payments to the contractor or supplier by cheque drawn in his favour. Such cheques shall be delivered directly to the contractor or the supplier and intimation shall be given to the University Engineer about the payment along with the duplicate copy of the bill. As soon as the payments are made, the vouchers will be filed chronologically and posted in the ledger.
- (vii) When an on account bill is received for payment in the Accounts Section and the payment thereof is likely to be delayed, advance payment up to 75% of the net amount certified for payment in the bill may be made under the specific orders of the Vice-Chancellor which shall be obtained after recording the reasons for the delay. A note of such payment shall be taken on the bill in the contractor's ledger account and other relevant books of account. The contractor shall also be immediately informed that the payment so made is advance payment, and is liable to be recovered from the final bill.

5.51 At the end of every year, all documents connected with each work shall be filed in the following chronological order namely as under

- (i) True copies of the original estimate and revised estimate, if any,
- (ii) Deviation statements, if any
- (iii) Contract Bond, if any
- (iv) Duplicate copies of vouchers (Works bills or Musters or Hand Receipts)
- (v) Remarks of the University Engineer, if any
- (vi) Completion certificate, if any.

#### **5.52 Register of Works**

- (i) A register of works shall be maintained for watching progress of expenditure on each work undertaken by the University. The Register of works will show the amount of the sanctioned estimate, total allotment for the year, expenditure incurred

against it and the progressive expenditure on the work. In the case of repairs the works in accounts will be closed with the financial year. But in the case of other works in progress, the details along with the progressive figures of expenditure up to the end of the year shall be carried forward to the register of the succeeding year.

- (ii) The Register shall be provided with an index which shall be subdivided under the several heads and shall be neatly kept for ready reference. At the commencement of the year the incomplete works of the previous year shall be first entered with the amount of the estimate and the expenditure up to the end of the previous year. The works sanctioned for execution during the year shall then be entered and the amounts of the sanctioned estimates and the allotment for each work shall be noted and each entry shall be initialled by the University Engineer in token of correctness, Any changes in the allotments subsequently made and the amounts of revised or supplementary estimate shall be similarly recorded.
- (iii) As soon as the work bills are passed for payment, the amount of each bill shall be posted in the register in the account of the work concerned and progressive total shall be taken in the column provided for the same.
- (iv) When a work is completed, the fact of the receipt of the completion certificate shall be noted in the remark column together with the amount of the certificate. Incomplete works at the close of the year shall be carried forward to the register of the succeeding year with the total expenditure up to the end of the year.
- (v) In addition to the Register of Works a detailed Work Ledger shall be maintained for all building projects. The quantity and cost under each head or sub-head of work as shown in the estimate, shall be entered in the top columns. As soon as bills are passed for payments the items and amounts billed for, shall be entered in appropriate columns and the total expenditure shall be shown at the end.
- (vi) The total allotment for the year for each work shall be noted at the top of the page and any additions or reductions made during the year with the authority therefore. If supplementary estimates are sanctioned, the items of sub-heads shall be entered below those of the original estimates and both shall be totalled.
- (vii) It shall be the duty of the University Engineer to keep a watch over the progress of the work and to ensure that the expenditure is kept within the sanctioned estimate. If the expenditure is likely to exceed the estimate or the budget provision, the University Engineer will bring this to the notice of the competent authority and propose revised estimates and additional provision for the work.

5.53 Completion of Works - When the work is completed, the University Engineer will take prompt action to settle the accounts of it. If there is any excess over the estimated amount, he will get it regularised by the competent authority. If, however, the excess is beyond this limit, a detailed completion report shall be prepared and placed before the authority sanctioning the original estimate for regularisation. Excesses up to 10% of the total estimates may be approved by the Vice-Chancellor.

On completion of every work other than a current repairs work, a completion certificate shall be recorded in the work file concerned.

### **Tools and Plant**

5.54 The University Engineer shall maintain an account of the tools and plant showing that receipts and disposals under the categories mentioned below:-

- (a) Tools and Plant.
- (b) Surveying and mathematical instruments
- (c) Books and maps.
- (d) Office furniture.
- (e) Other articles.

5.55 All articles shall be examined and counted when delivery is taken and entered in the Measurement Book and Tools and Plant Register. The articles shall be issued only on receipt of a requisition and their return watched, through a register. The articles shall be physically checked by the University Engineer and a certificate of such check furnished to the Registrar every year in July. A register shall be maintained in the University Engineer's office to show the rent recovered from contractors for the loan of Tools.

5.56 Whenever any articles are found to be unserviceable or short, a report shall be made giving the particulars of date of purchase, cost of the articles, reason for declaring it as unserviceable and the manner in which it is proposed to be finally disposed of or the circumstances in which the shortage arose. After obtaining sanction of the competent authority for the write off and/or the disposal of the articles, a note shall be taken against the entry in the Tools and Plant Register giving reference to the order and indicating the manner in which the article is finally disposed of.

### **Surplus Materials**

5.57 All materials remaining over after completion of a work or which have been received out of works under demolition shall be taken to surplus materials register

to be maintained in the University Engineer's office, prescribed for Tools and Plant, one page being set apart for each kind of material.

### **Stock**

- 5.58 Materials which are brought and kept in stock for general use on works will be, initially debited to the head "stock". A lump sum provision shall be made for the purchase of material for stock and an estimate will be prepared and got sanctioned by the competent authority before making the purchase. All materials shall be examined, counted or measured, as the case may be, when delivery is taken and entered in the Measurement Book and thereafter in the Stock Register. Materials shall be issued only on receipt of an indent. Whenever material is issued for use on works, the works account will be debited by contra credit to the stock account. The adjustments in such cases shall be proposed by the University Engineer. The book value of the material shall be adopted as basis for this purpose. The articles of stock shall be physically verified by the University Engineer on 1st July, every year and shall be agreed with the ledger. A certificate in this respect indicating shortages or surpluses noticed, if any, shall be furnished to the Registrar and stores verification unit, by 15th July.
- 5.59 Stores found surplus shall be credited at once and their value adjusted as revenue receipt. The value of deficit, however, shall not be adjusted till the deficit is investigated and orders of the competent authority obtained.
- 5.60 The University Engineer shall also take stock of the surplus materials and the immediate action to transfer them to the stock account or to dispose them of otherwise, with the approval of the Vice-Chancellor.

### **Immovable Property**

- 5.61 The University Engineer shall also maintain register of immovable properties in respect of all lands, buildings and other immovable property of the University. This register will show the cost of construction or acquisition, cost of subsequent additions and alterations other than repairs made from time to time. The value of land will be shown separately from the value of the building or buildings thereon, the value of each structure being shown separately. Certificate will be furnished by the University Engineer on 1<sup>st</sup> July every year, stating that the properties are in working order and are being used for the purpose for which they are intended.
- 5.62 If the provisions made by the statute/ordinances of the concerned universities are contradictory to any of the above provisions the former shall prevail.



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# Appendix - I

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**APPENDIX - I**

**STATEMENT SHOWING DELEGATION OF POWERS (Financial)**

<b>Sr</b>	<b>Subject</b>	<b>Power to whom delegated</b>	<b>Powers delegated</b>
1)	Administrative sanction for Purchases/ Expenditure - Recurring -  (i) Chemicals, Glass wares, stationery, advertisement charges, contingency items, petty supplies, store material, Electronic Components and other Consumables, Printing Material, Exam Bills, University Fellowship scholarship & any other item of recurring nature	Vice-Chancellor	Full powers
		<ul style="list-style-type: none"> <li>• Registrar</li> <li>• Controller of Examinations</li> <li>• Director, Board of College &amp; University Development</li> <li>• Finance &amp; Accounts Officer</li> </ul>	Up to Rs.75,000/- (inclusive)
		Dy. Registrar (concerned)/ <b>Chief Accountant</b>	Up to Rs.25,000/- (inclusive)
		HOD/Librarian/Coordinator/ Director of Students Welfare/ Director-Computer Centre/ Chief Rector/ Rector, Vidhyarthi Bhavan	Up to Rs.25,000/- (inclusive)
		Asstt. Registrar (concerned)/Medical Officer	Upto Rs.5,000/- (inclusive)
		Asstt. Registrar (Stores and Accounts)	Upto Rs.5,000/- (inclusive)
	(ii) Sanction of expenditure on postage, courier and franking charges	Registrar  Dy. Registrar (Establishment)	Full Powers  Upto Rs.50,000/- (inclusive)
	(iii) Fixed Charges Rents, Rates, Taxes, Electricity bills, Telephone Bills, Water Charges, Municipal Charges & Other fixed Charges.	Vice-Chancellor	Full powers
		<ul style="list-style-type: none"> <li>• Registrar</li> <li>• COE</li> <li>• Director-BCUD</li> <li>• FAO</li> </ul>	Up to Rs.1,00,000/- (inclusive)
		Dy. Registrar (concerned)	Up to Rs.20,000/- (inclusive)
	(iv) Payment of legal charges	Vice-Chancellor	Full powers
	(v) Hospitality and entertainment charges in connection with visits of distinguished visitors	Vice-Chancellor	Full powers within the budget provisions
		Registrar, Director BCUD, COE, FAO	Up to Rs.5,000/- per annum



	(vi) Fuel and lubricants. (Certificate regarding entries taken in the logbook must be recorded on the bill before it is sanctioned.)	Registrar	Full powers
		Dy. Registrar (Concerned)	Upto Rs.20,000/- (inclusive)
	(vii) Purchase of current news papers as per norms subject to administrative approval (excluding periodicals and journals)	University Librarian	Full powers
	(viii) Repairs to equipment, machinery including replacement of spare-parts etc.	Vice-Chancellor	Full powers
		• Registrar	Upto Rs.50,000/- (inclusive)
		• COE	
		• Director BCUD	
		• FAO	Upto Rs.10,000/- (inclusive)
Dy. Registrar/Chief Accountant /HOD/ Librarian/ Coordinator/ DSW/ Director-Computer Centre/ Chief Rector/ Rector,Vidhyarthi Bhavan			
Asstt. Registrar (concerned)/Medical Officer	Upto Rs.2,000/- (inclusive)		
	(ix) Repairs to vehicles	Vice-Chancellor	Full powers (Per vehicle per year)
		Registrar	Upto Rs.25,000/- (Per vehicle per year)
		Dy. Registrar (Concerned)	Upto Rs.10,000/- (Per vehicle per year)
	(x) Repairs to furniture, Fixture & Building (Civil & Electrical Work)	Vice-Chancellor	Full powers
		Registrar	Upto Rs.20,000/- (inclusive)
		Dy.Registrar (Civil)	Upto Rs.10,000/- (inclusive)
		HOD	Upto Rs.5,000/- per year (inclusive)
	(xi) Hiring of vehicles, equipments, furniture and other services	Vice-Chancellor	Full powers
		Registrar, Director-BCUD, COE, FAO	Upto Rs.20,000/- (inclusive) per year
	(xii) Powers to give orders for printing and binding (in case of orders other than University Press, subject to 'No Objection Certificate' from University Press)	Registrar, COE, Director-BCUD and FAO	Full powers
		Dy. Registrar (concerned) /Chief Accountant	Upto Rs.20,000/- (inclusive)
	(xiii) Travelling Allowance claims a) in case of the bills of the - Registrar, COE, Director-BCUD, FAO & University Teachers	Vice-Chancellor	Full Powers

	b) in case of the bills of the - Class I and Other Officers & Staff working under them	<ul style="list-style-type: none"> <li>• Registrar</li> <li>• Controller of Exams.</li> <li>• Director –BCUD</li> <li>• FAO</li> </ul>	Full Powers (in case of the bills of the staff working under them.)
	c) in case of other teachers and persons attending exam. work/meetings and other university work (subject to the existing T.A. Rules)	<ul style="list-style-type: none"> <li>• Registrar/</li> <li>• Director-BCUD</li> <li>• COE</li> <li>• FAO</li> </ul>	Above Rs.5,000/-
		Dy. Registrar (concerned) /Chief Accountant	Upto Rs.5,000/- (inclusive)
		Asstt. Registrar (concerned)	Upto Rs.2,000/- (inclusive)
	(xiv) Sanctioning advances for - a) T. A. Advances	Vice-Chancellor	Full powers in case of the claims of Registrar COE, Director-BCUD, FAO
		<ul style="list-style-type: none"> <li>• Registrar,</li> <li>• COE,</li> <li>• Director-BCUD,</li> <li>• FAO</li> </ul>	Full powers in case of the claims of the staff working under them.
		Dy. Registrar (Concerned) /Chief Accountant	Up to Rs.5,000/- (inclusive)
		Asstt. Registrar (concerned)	Upto Rs.2,000/- (inclusive)
	b) Pay Advance, Festival Advances, Cycle Advances, Computer Advance, Permanent Advance, all other admissible advances to employees.	Vice-Chancellor	Full Powers (subject to prescribed norms)
	c) Purchase Advances and Other Advances for University work	Vice-Chancellor	Full powers
		<ul style="list-style-type: none"> <li>• Registrar</li> <li>• Controller of Exams</li> <li>• Director, BCUD</li> <li>• Finance &amp; Accounts Officer</li> </ul>	Upto Rs.1,00,000/- (inclusive)
		Dy.Registrar (concerned) /Chief Accountant	Upto Rs.20,000/- (inclusive)
	(xv) Sanction of overtime charges (per annum per employee)	Vice-Chancellor	Above 300 hours
		<ul style="list-style-type: none"> <li>• Registrar</li> <li>• Controller of Exams</li> <li>• Director, BCUD</li> <li>• Finance &amp; Accounts Officer</li> </ul>	Upto 300 hours (i) Subject to Budget provision, (ii) Sanction will be given by the section where the employee is posted.

	(xvi) Write-off and disposal of obsolete or unserviceable stores or shortages/theft material, subject to recommendations of write-off committee	Management Council	Full Powers
2)	NON-RECURRING		
	(i) Purchase of equipment, instruments, Machinery, Vehicles, Furniture, Books & Journals any other item of Non-recurring nature	Vice-Chancellor	Full powers
		<ul style="list-style-type: none"> <li>• Registrar</li> <li>• COE</li> <li>• Director - BCUD</li> <li>• FAO</li> </ul>	Upto Rs.50,000/- (inclusive)
		Dy. Registrar (concerned) /Chief Accountant	Upto Rs.10,000/- (inclusive)
		HOD/Librarian/Co-ordinator/DSW/ Director-Computer Centre/Chief Rector/ Rector Vidhyarthi Bhavan	Upto Rs.10,000/- (inclusive)
		Asstt. Registrar (concerned)/Medical Officer	Upto Rs.2,000/- (inclusive)
		(ii) Write-off and disposal of surplus or unserviceable material, articles and equipment of non-recurring nature (subject to recommendations of write-off committee)	Management Council
	(iii) (a) Sanction to major works	Building & Works Committee	Full powers
	(b) Sanction of expenditure on maintenance works of the Works Department (All such sanctions are to be reported to the Technical Committee.)	Vice-Chancellor	Full powers
		Registrar	Upto Rs.50,000/- (inclusive)
		Dy. Registrar (Civil/Elect.)	Upto Rs.20,000/- (inclusive)
	(c) Sanction to minor works. (All such sanctions are to be reported to the Technical Committee.)	Registrar	Upto Rs.30,000/- (inclusive)
		Dy.Registrar (Civil/Elect.)	a) Upto Rs.10,000/- (inclusive) at D.S.Rates without quotations. b) Upto Rs. 20,000/- by calling quotations.
	(d) Sanction for expenditure after Technical scrutiny to R.A.Bills/ Final Bills. (All such items are to be scrutinised and sanctioned by the Technical Committee.)	Vice-Chancellor	Full powers
		Registrar	Upto Rs. 1,00,000/-
		Deputy Registrar (Civil/Elect.)	Upto Rs. 50,000/-
	(e) To extend date of completion of works	Building & Works Committee	Full powers

3)	Sanctioning write-off of loss of Receipt Books/Cheque Books and other money value books/ measurement books subject to approval of Finance Committee	Management Council	Full Powers
4)	Sale of grass, fruits, garden produce, wastepaper, old news papers etc. and dismantle material subject to approval of Sales Committee.	Registrar	Full powers
5)	Refund of revenue receipts and deposits i) Refund of Student Fees & Deposits other than Library Deposit	Dy. Registrar (Concerned) /Chief Accountant  Asstt. Registrar (Concerned)	Above Rs.5,000/-  Upto Rs.5,000/- (inclusive)
	ii) All other Deposits (security deposits and earnest money deposits shall be refunded after the recommendation of the Engineering/Stores and concerned section.)	Finance & Accounts Officer  Dy. Registrar (Finance & Accounts)  Asstt. Registrar (Finance & Accounts)	Above Rs.20,000/-  Upto Rs.20,000/- (inclusive)  Upto Rs.5,000/- (inclusive)
	iii) Refund of Library Deposit	Librarian	Full Powers
6)	i) Calling of Quotations/ Tenders (* Subject to obtaining prior administrative approval)	Dy. Registrar (concerned) /Chief Accountant  H.O.D. (Concerned Department) / Librarian/ Coordinator/ Director-Computer Centre/ DSW/ Chief Rector/Rector Vidhyarthi Bhavan etc.	Full Powers*  Full Powers*
	ii) Opening of Tenders	a) Technical and financial offer to be opened before F.A.O & two members of Purchase Committee and comparative statement shall be placed before Purchase Committee for acceptance/ approval	Full Powers
	iii) Opening of tenders for works departments	Tender Opening Committee	Full powers
	iv) (a) Opening of Quotations Pertaining to Post Graduate Department	To be opened by Departmental Sub-Committee approved by V.C.	Upto Rs.1,00,000/- (inclusive)
	(b) Opening of Quotations pertaining to other sections	F.A.O. and one member of Purchase Committee Jointly by Dy. Registrar (Stores) and Dy. Registrar of concerned department	Above Rs.25,000/- Upto Rs.25,000/-
	(c) Opening of Quotations pertaining to works departments	Jointly by Dy. Registrar (Accounts) and Dy. Registrar (Civil)	Upto Rs.25,000/-

		F.A.O. and Dy. Registrar (Civil)	Above Rs.25,000/- up to Rs. 50,000/-
	v) Acceptance of Tenders :	Purchase Committee	Full Powers *
	vi) Acceptance of Quotations a) When three or more quotations are received & Selected on the basis of lowest cost	Officers competent to give administrative sanction	Full Powers *
	b) (i) When less than three quotations are received (ii) Quotation recommended other than lowest	Vice- Chancellor  Registrar, COE, Director-BCUD, FAO	Full powers  Upto Rs.10,000/- (Inclusive)
	vii) Purchases directly from the selected manufacturer /Sole dealer, without calling quotations in case of emergency	Vice-Chancellor	Upto Rs.1,00,000/- (inclusive)
	viii) Purchases of items directly from the specific manufacturer	Vice-Chancellor	Full Powers
	ix) placing supply order after obtaining administrative Sanction and after acceptance of tender/quotations by competent authority	Concerned H.O.D./Librarian/ Coordinator/ Director-Computer Centre/Chief Rector/ Rector Vidhyarthi Bhavan	Full Powers
		Dy. Registrar/Chief Accountant /Asstt. Registrar (Concerned)	Full Powers
7)	Re-appropriation of Budgetary Provision (effect to be shown in the revised Budget)	Vice-Chancellor	Full Powers (Subject to final approval of Senate to the revised estimate of that year)
8)	Power to create new Budget head	Vice-Chancellor	Full powers (effect to be shown in the revised Budget and final approval of Senate should be obtained)

**Note :**

- 1) All the financial powers delegated above are subject to the provisions of the Maharashtra Universities Act, 1994 (as amended from time to time) and the Statutes and Ordinances framed there under and the rules, norms and procedure laid down by the Management Council from time to time and other prevailing rules.
- 2) Expenditure involving new service or recurring liability should not be incurred without obtaining the formal approval of the concerned authority.
- 3) Purchase / work orders should not be split-up to avoid the necessity of obtaining sanction of Higher authority required with reference to the total amount of orders.

- 4) The concerned Officers should exercise above financial powers subject to the availability of budget provision, committed exp. & unspent balance and also the availability of funds.
- 5) Approval of Purchase Committee and Technical Committee should be obtained wherever necessary as per rules in existence at the time.
- 6) Quotations should be called for invariably where the purchase cost of individual item is Rs.1,000/- or more, in exceptional cases, this condition can be relaxed by the Vice-Chancellor subject to submission of appropriate justification by the concerned HOD / Officer and certification that rates of purchase are reasonable.
- 7) The Vice-Chancellor shall be competent to make necessary working arrangements in the absence of Finance and Accounts Officer and Other Officers.
- 8) No purchase / expenditure should be incurred without pre-sanction of competent authority.
- 9) The competent authority should take all precautions while exercising powers delegated to avoid any audit objections / queries.
- 10) The Vice-Chancellor may re-delegate his powers to Pro Vice-Chancellor.

**APPENDIX II**

**DELEGATION OF POWERS  
(Finance Department)**

<b>ACCOUNTS WING</b>		<b>AUDIT WING</b>	
<b>Signing of vouchers</b>		<b>Passing of vouchers</b>	
Superintendent of concerned section	All vouchers prepared in the concerned Unit.	Superintendent (Bill Passing Unit) and Superintendent (T.A.D.A.)	upto Rs.5,000/-
		Assistant Registrar (Bill Passing Unit)	upto Rs.25,000/-
		Chief Accountant/ Dy.Registrar (Finance)/ Equivalent	upto Rs.1,00,000/-
		Finance & Accounts Officer	Above Rs.1,00,000/-
<b>Signing of Pay Bills</b>		<b>Signing of cheques</b>	
Finance & Accounts Officer	Monthly Pay Bills	Superintendent (Payment Unit)	up to Rs.5,000/-
		Assistant Registrar (Bill Passing Unit)	up to Rs.25,000/-
Supplementary Pay Bills including Daily wages & Honorarium –		Chief Accountant/ Dy.Registrar (Finance)/ Equivalent	up to Rs.1,00,000/-
		Finance and Accounts officer	above Rs.1,00,000/-
Dy. Registrar	Upto Rs.20,000/-		
Finance & Accounts Officer	Above Rs.20,000/	<b>Signing of Cash Books</b>	
		Chief Accountant/ Dy.Registrar (Finance)/ Equivalent	Full powers (All cash books)
		Finance and Accounts Officer	Signing of monthly Abstract

**APPENDIX III**

**GUIDELINES RELATING TO PURCHASE AND  
SALES OF MATERIAL**

Sr. No.	Name of Material	Procedure
1	i) Stationery & other Materials ii) All Types OF Necessary Paper Required By Printing Press. iii) A/4, A/3, & F/S Paper iv) Cyclostyle Paper A/4, F/S Size. v) Sports Materials vi) All Types OF Computer Stationary. vii) All Types OF Clothes viii) Gunny Bags. ix) Crockery x) Hallo Cylinder for Degree Certificate xi) Plastic Folders xii) Bags, pad, pen etc required for Seminar xiii) Uniform cloth, sarees xiv) Shoes required for watchman & driver. xv) Shield, Badges , memento xvi) Rubbery & Acrylic Stamps. xvii) Chemicals, Glassware & Plastic Material. xviii) Raincoat and Gumboot and other consumables.	A) Where the cost of material in a year exceeds Rs.1,00,000/-, it shall be purchased through store section by inviting tender and only after having approval of purchase committee as per provision contained in section 75(3) of Maharashtra Universities Act 1994. Such material shall be purchased either at one time or from time to time under annual rate contract made by State/Central Govt. or University as per requirement. B) Where the cost of material in a year is in between Rs. 25000 /- to 1,00,000 /-, and which are not covered under annual rate contract , it shall be purchased by calling Quotations as per Delegation of Power. In such case, Quotation notice shall be sent to supplier under certificate of posting. C) Where the cost of material in a year is less than Rs.25,000 /- and which is urgently required by concerned section, it shall be purchased from Central Co-operative Consumers Stores or agencies approved by Central / State Govt. , without calling Quotation as per delegation of power.
2	i) Electricity Material ii) Hardware, Paints, Sanitary ware, pipe, Fittings, Plywood, P.V.C. Material, flooring, Mating & Other Construction Material.	A) Where the cost of material in a year exceeds Rs.1,00,000 /- ,it shall be purchased through store section by inviting tender and only after having approval of purchase committee as per provision contained in section 75(3) of Maharashtra Universities Act 1994. Such material shall be purchased either at one time or from time to time under annual rate contract made by State/Central Govt. or University as per requirement. B) Where the cost of material in a year is in between Rs. 25000 /- to 1,00,000 /-, and which are not covered under annual rate contract , it shall be purchased by calling Quotations as per Delegation of Power. In such case, Quotation notice shall be sent to supplier under certificate of posting. C) Where the cost of material in a year is less than Rs.25,000 /- and which is urgently required by concerned section, it shall be purchased from Central Co-operative Consumers Stores or agencies approved by Central / State Govt. , without calling Quotation as per delegation of power.
3	i) All types of furniture Steel/Wooden & Other ii) Glass boards/Alco sine board	All proposals relating to purchase of furniture shall be placed before furniture committee and as per recommendation of furniture committee, furniture shall be purchased by adopting following purchase procedure.  A) Where the cost of material in a year exceeds Rs.1,00,000 /- ,it shall be purchased through store section by inviting tender and only after having approval of purchase committee as per provision contained in section 75(3) of Maharashtra Universities Act 1994. Such material shall be



		<p>purchased either at one time or from time to time under annual rate contract made by State/Central Govt. or University as per requirement.</p> <p>B) Where the cost of material in a year is in between Rs. 25000 /- to 1,00,000 /-, and which are not covered under annual rate contract , it shall be purchased by calling Quotations as per Delegation of Power. In such case, Quotation notice shall be sent to supplier under certificate of posting.</p> <p>C) Where the cost of material in a year is less than Rs.25,000 /- and which is urgently required by concerned section, it shall be purchased from Central Co-operative Consumers Stores or agencies approved by Central / State Govt. , without calling Quotation as per delegation of power.</p>
4	<p>i) Equipments ii) Scientific Equipment iii) Machinery iv) Other material of Capital nature Computer and peripherals, printers, UPS, CD Writer, Scanner, CD Drive, Speakers etc.</p>	<p>1) If any equipment in a department is out of order and new equipment is to be purchased owing to above reason, concerned department shall seek opinion of University Science Instrumentation Centre in this regard.</p> <p>2) All proposals relating to purchase of machines and equipment costing more than Rs.25000/- shall be placed before technical Committee and in accordance with the recommendation of technical Committee, machine and equipment shall be purchased by adopting following purchase procedure</p> <p>A) Where the cost of material in a year exceeds Rs.1,00,000/-,it shall be purchased through store section by inviting tender and only after having approval of purchase committee as per provision contained in section 75(3) of Maharashtra Universities Act 1994. Such material shall be purchased either at one time or from time to time under annual rate contract made by State/Central Govt. or University as per requirement.</p> <p>B) Where the cost of material in a year is in between Rs.25000/- to 1,00,000/-, and which are not covered under annual rate contract it shall be purchased by calling Quotations as per Delegation of Power. In such case, Quotation notice shall be sent to supplier under certificate of posting.</p> <p>C) Where the cost of material in a year is less than Rs.25,000 /- and which is urgently required by concerned section, it shall be purchased from Central Co-operative Consumers Stores or agencies approved by Central / State Govt. , without calling Quotation as per delegation of power.</p> <p>D) In case of purchase of specific equipment from the manufacturer, it shall be purchased by giving necessary justification and after seeking approval of Purchase Committee.</p>

5	Repairs and maintenance of Furniture, equipment, machines	<p>All equipments and machines shall be got repaired from University Science Instrumentation Centre. If repairs is not feasible through USIC, report of the Centre shall be obtained. These equipments and machines shall be got repaired from outside agency by adopting following procedure</p> <p>A) Where the cost of material in a year exceeds Rs.1,00,000 /- ,it shall be purchased through store section by inviting tender and only after having approval of purchase committee as per provision contained in section 75(3) of Maharashtra Universities Act 1994. Such material shall be purchased either at one time or from time to time under annual rate contract made by State/Central Govt. or University as per requirement.</p> <p>B) Where the cost of material in a year is in between Rs. 25000 /- to 1,00,000 /-, and which are not covered under annual rate contract , it shall be purchased by calling Quotations as per Delegation of Power. In such case, Quotation notice shall be sent to supplier under certificate of posting.</p> <p>C) Where the cost of material in a year is less than Rs.25,000 /- and which is urgently required by concerned section, it shall be purchased from Central Co-operative Consumers Stores or agencies approved by Central / State Govt. , without calling Quotation as per delegation of power.</p>
6	Repairs of Type-writer and Cyclostyle machine	Repairs of Type-writer and Cyclostyle machine shall be got repaired by calling quotation .
7	<p>i) Washing and ironing of Curtains, Table cloths, pillow covers etc.</p> <p>ii) Stitching of Uniform, Aprons and curtains</p>	The job of stitching and washing shall be got done by calling quotation.
8	Sale of old vehicles, grass, press cutting , waste paper, used answer sheets etc.	<p>A) Upset price of the vehicle should be obtained from the RTO in the sealed envelope. Likewise upset price of the equipments, computers etc. should be obtained from USIC or from the Technical Committee constituted for this purpose.</p> <p>B) Where the selling cost of items in a year exceeds Rs.1,00,000 /-, it shall be sold through store section by inviting tender and only after the approval of sales &amp; Purchase Committee as per provision contained in section 75(3) of Maharashtra Universities Act 1994.</p> <p>C) Where the selling cost of item in a year is in between Rs. 25000 /- to 1,00,000 /-,&amp; which are not covered under annual rate contract , it shall be sold by calling quotation as per delegation of power. In such case, Quotation notice shall be sent to supplier by under certificate of posting.</p>

## APPENDIX IV

### STANDARD TERMS AND CONDITIONS FOR AN AGREEMENT/TENDER DOCUMENT

By accepting the Standard Form of an agreement (hereinafter referred to as "the agreement") the Vendor accepts the Terms and Conditions included herein, unless the Vendor notifies his objections.

**1. Acknowledgment And Acceptance of agreement :**

This agreement constitutes an offer from the university and is expressly limited to the Terms and Conditions contained herein. The Terms and Conditions of the agreement are those that apply to the purchase of materials, items, products, components or services (hereinafter referred to as "Material"). All exhibits, attachments, technical specifications, drawings, notes, instructions, or information referred in the agreement are incorporated herein by reference.

**2. Changes / Amendments:**

The University shall have the right at any time, by written notice, in the form of an amendment order, to make any changes it deems necessary, including, but not limited to, changes in specifications, design, delivery, testing methods, packing or destination. If any such required changes cause an increase or decrease in the cost of or the time required for performance, an equitable adjustment shall be made in the contract price or delivery schedule, or both. Any claim by the Vendor for adjustment under this clause shall be deemed waived unless asserted in writing within ten (10) days from receipt by the Vendor of notice of change (amendment order). Price increase, extension of time for delivery and change in quantity shall not be binding on the University unless sufficiently justified by a vendor and accepted by the university in a form of amendment/ Change Order issued and signed by the University.

**3. Delivery / Force Majeure :**

If any Material is not delivered by the date specified therein, the University reserves the right, without liability, to cancel the order for undelivered material not yet shipped or tendered, and to purchase the same from another vendor and to charge the defaulting Vendor for any loss incurred in this transaction. Any provisions thereof for delivery by instalment shall not be construed as obligatory unless agreed upon by both the parties. The University shall have the right to refuse deliveries made more than one week in advance of any delivery schedule appearing in the order unless arrangements for such early delivery have been confirmed with the receiving party.

If the Vendor is unable to complete performance at the time specified for delivery, by reason of strikes, labour disputes, riot, war, fire or other causes beyond the Vendor's reasonable control, the University, at its option, may elect to take delivery of Material in its unfinished state and to pay such proportion of the contract price as it deemed reasonable.

**4. Price / Taxes:**

Prices stated in this agreement are firm and shall remain firm until required deliveries have been completed unless otherwise expressly agreed to in writing by both parties. The Vendor agrees that any price reduction made with respect to Material covered by this order subsequent to placement will be applied to this order. All prices specified herein include all charges for, but not limited to, inspection, and packaging. Prices set forth shall be inclusive of applicable sales, excise, value-added or similar taxes until and unless specified in the schedule.

**5. Inspection And Acceptance**

All Material covered by this order may be inspected and tested by the University or its designee at vendors cost. If deemed necessary by the University, the Vendor shall provide without charge, all reasonable facilities and assistance for such inspection and test. Any inspection records relating to Material covered by this agreement shall be made available to the University during the performance of the order.

If any Material covered by this agreement is defective or otherwise not conforming to the requirements of this agreement, the University may, by written notice to the Vendor:

- (a) rescind the purchase/supply order as to such non-conforming Material;
- (b) accept such Material at an equitable reduction in price;
- (c) reject such non-conforming Material and require the delivery of suitable replacements.
- (d) If the Vendor fails to deliver suitable replacements promptly, the university, with notice of seven business days, may replace or correct such Material and charge the Vendor the additional cost occasioned thereby, or terminate this order for default.

No inspection (including source inspection) test, approval (including design approval) or acceptance of Material shall relieve the Vendor from responsibility for defects or other failures to meet the requirements of this order. Rights granted to the University in this article entitled INSPECTION are in addition to any other rights or remedies provided elsewhere in this order or in Law.

#### **6. Warranty :**

The Vendor warrants that any Material supplied hereunder shall conform to the generally recognized manufacturing and safety standards of the Vendor's industry as per Indian Standard Institution (ISI) or similar standard. The Vendor's specifications on performance as detailed in the Vendor's brochures, sales literature and other specifications as may be available to the university.

- (a) In addition to any other express or implied warranties, the Vendor warrants that the Material furnished pursuant to this order will be:
  - 1. free from defects in title, workmanship and material;
  - 2. free from defects in design except to the extent that such items comply with detailed designs provided by the university;
  - 3. of merchantable quality and suitable for the purposes, if any, which are stated in the tender/quotation.
- (b) If any material covered by this agreement is found not to be as warranted, the University may, by written notice to the Vendor:
  - 1. reject such defective material and require the delivery of suitable replacements.
  - 2. If the Vendor fails to deliver suitable replacements promptly, the University, with notice of seven business days, may replace or correct such material and charge the Vendor the additional cost occasioned.
- (c) Any items corrected or furnished in replacement are subject to all the provisions of this article entitled WARRANTIES to the same extent as items initially furnished or originally ordered.

7. This warranty provision shall survive any inspection, delivery, acceptance, payment, expiration or earlier termination of this order and such warranties shall be extended to the employees, students, and users of the Material. Nothing herein, however, shall limit the University's rights in law or equity for damages resulting from delivery of defective goods or damage caused during the delivery of goods or provision of services.

8. Rights granted to the University in this article entitled WARRANTIES are in addition to any other rights or remedies provided elsewhere in this order or in Law.

#### **9. Patent Indemnity**

The Vendor agrees to indemnify, hold harmless and defend the University, its employees, and students with respect to all claims, suits, actions and proceedings of actual or alleged infringements of any Letter, Patent, Registered or Industrial Design, Trademark or Trade Name, Trade Secret, Copyright or other protected right in any country resulting from any sale, use or manufacture of any Material delivered hereunder and to pay and discharge all judgments, decrees, and awards rendered therein or by reason thereof and bear all expenses

and legal fees (including the University's) associated herewith. The university reserves the right to be represented in any such action by its own counsel at its own expense.

**10. Indemnity**

The Vendor will indemnify, defend and hold the University, its and students harmless from any loss, expense, claim or damage including reasonable defence costs, arising from any claim or action based on any acts or omissions of the Vendor, its employees, servants, agents or subcontractors. The University reserves the right to be represented in any such action by its own counsel at its own expense.

**11. Assignment / Subcontracting /sublet**

The Vendor shall not assign the order received, any rights under this agreement or to become due hereunder neither delegated nor subcontracted /sublet any obligations or work hereunder without the prior written consent of the University.

**12. Cancellations**

The University may cancel this agreement in whole or in part, for no cause, upon written, FAX, or telex notice to the Vendor, effective when sent, provided such notice is sent at least fourteen (14) days prior to the delivery date specified on the face of this order.

The University may cancel this order in whole or in part at any time for cause by written, FAX, or e-mail notice to the Vendor, effective when sent, in the event that the Vendor:

- (a) fails to comply with any term or condition of this order including, but not limited to, delivery terms; or
- (b) appoints a receiver, liquidator or trustee in bankruptcy or other similar officer over any or all of its property or assets; or
- (c) files a voluntary petition in bankruptcy; or
- (d) has had filed against it an involuntary petition in bankruptcy which remains in effect for thirty (30) days; or
- (e) voluntarily ceases trading; or
- (f) merges with or is acquired by a third party; or
- (g) assigns any of its rights or obligations under the Order to a third party without the university's advance written consent.

Upon the occasion of any one of the aforesaid and in addition to any remedies which the university may have in Law or in Equity, the university may also cancel this order or any outstanding deliveries hereunder by notifying the Vendor in writing of such cancellation and the Vendor shall thereupon transfer title and deliver to the university such work in progress or completed material as may be requested by the university. The University shall have no liability to the Vendor beyond payment of any balance owing for Material purchased hereunder and delivered to and accepted by the university prior to the Vendor's receipt of the notice of termination, and for work in progress requested for delivery to the university.

**13. Rescheduling**

The University may without liability at least fourteen (14) days prior to the scheduled delivery date appearing on the order defer delivery on any or every item under said order by giving oral notice to the Vendor (confirmed in writing within ten (10) working days) of any necessary rescheduling.

**14. Shipping, Packaging and Labelling -**

All Material purchased hereunder must be packed and packaged to ensure its safe delivery in accordance with good commercial practice and where incorporated, the University's packaging specification.

**15. The Vendor as an Independent Contractor -**

The Vendor shall perform the obligations of this order as an independent contractor and under no circumstances shall it be considered an agent or employee of the university. The terms and conditions of this order shall not, in any way, be construed as to create a partnership or any other kind of joint undertaking or venture between the parties hereto.

The Vendor expressly waives any and all rights which may or may not exist to claim any relief under the university's comprehensive insurance policy, worker's compensation or unemployment benefits.

**16. Invoicing / Payments / Set-Offs :**

After each completion of supply/purchase order, the Vendor shall send duplicate invoices including item number to the University's concern Department.

Payment of invoice shall not constitute acceptance of Material ordered and shall be subject to appropriate adjustment, if the Vendor failed to meet the requirements of this agreement. The University shall have right at any time to set-off any amounts due to the Vendor, (or any of its associated or affiliated companies) against any amounts owed by the university with respect to this agreement.

**17. Compliance with Laws:**

By acceptance of this agreement, the Vendor agrees to comply with the requirements of all the existing laws. The Vendor also agrees to comply with the Fair Labour Standards Act and the Occupational Safety and Health Act, and all other applicable laws, ordinances, regulations and codes in the Vendor's performance hereunder. The Vendor further agrees to indemnify and hold the University and its customers harmless from any loss or damage that may be sustained by the University, by reason of the Vendor's failure to comply with any laws, ordinance, regulations and codes.

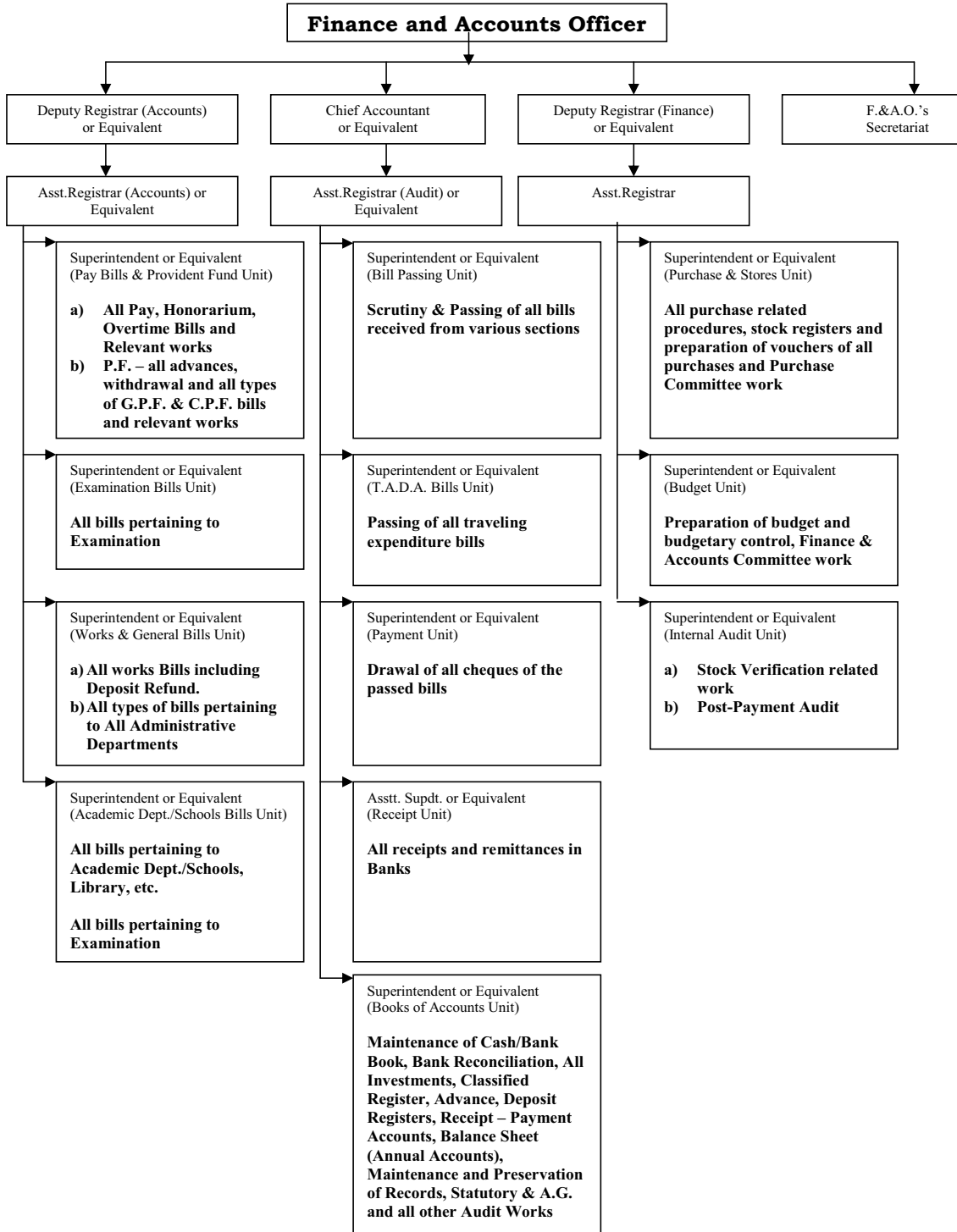
**18. Reproduction of Documentation:**

The University shall have the right at no additional charge to use or incorporate all or portions of material found in the Vendor's literature and/or reproduce the Vendor's applicable literature such as operating and maintenance manuals, technical publications, prints, drawings, training manuals and other similar supporting documentation and sales literature. The Vendor agrees to advise the University of any Updated Information relative to the foregoing literature and documentation with timely written notice.

**19. Law of the Contract:**

This agreement shall be governed by and interpreted in accordance with the laws in existence and the Jurisdiction of the .....

Appendix IV (A)



**APPENDIX - IV (B)**

**STAFFING PATTERN**

<b>Sr.No.</b>	<b>Name of the Unit</b>	<b>Officers</b>	<b>Supervisory Officer</b>	<b>Assistants</b>
1	Finance and Accounts Officer	1	1	1
2	Deputy Registrars/ Chief Accountant or Equivalent	3		
3	Asst. Registrars or Equivalent	3		
4	Steno to F & A.O's Office		1	
5	Receipt Unit		1	4
6	Payment Unit		1	4
7	Books of Accounts Unit (Cashbook Unit )		1	6
8	Pay bills and Provident Fund Unit		1	6
9	Examination Bills Unit		1	5
10	Works and General Bills Unit		1	5
11	Academic Departments/ Schools Bills Unit		1	6
12	TADA Bills Unit		1	2
13	Bills Passing Unit		1	8
14	Budget Unit		1	2
15	Purchase and Stores Unit		1	7
16	Internal Audit Unit		1	6
	<b>Total</b>	<b>7</b>	<b>14</b>	<b>62</b>
	<b>Grand Total</b>		<b>83</b>	

Note : The above shown setup is a model staffing pattern arrived at on the basis of the average work being carried out in the member universities. Depending on the requirement of each universities and the special type of work if any having regard to geographical locations or other factors appropriate demand for staffing pattern may be made by the concerned university.

The above model staffing pattern is based on the workload of the universities which have

- a) 175-200 Affiliated Colleges
- b) 1,50,000 – 2,00,000 Students.



**APPENDIX - V**

**BALANCE SHEET**

Balance Sheet as at 31st March				
	<b>Particulars</b>	<b>Schedule No.</b>	<b>Current Year</b>	<b>Previous Year</b>
			31-Mar	31-Mar
I)	<b>SOURCES OF FUNDS</b>			
a)	General Funds & Other Funds	1		
b)	Depreciation Fund	2		
c)	Reserve & Surplus	3		
d)	Deposits & Advances	4		
e)				
		Total	0	0
II)	<b>APPLICATION OF FUNDS</b>			
a)	Gross Block	5		
	Less : Depreciation			
	Net Block		0	0
b)	Investments	6		
	Earmarked Fund Investment			
	Endowment Fund Investment			
	Other Investments			
c)	Advances	7		
d)	Accounts Receivables	8		
e)	Cash & bank Balances	9		
		Total	0	0
Statement of signification accounting policies & Notes Forming part of Accounts.				
Schedules referred to above form and integral part of the Balance Sheet.				

SCHEDULE NO. 1		GENERAL FUND & OTHER FUNDS						
Sr.	Particulars	B alance as on 1.4.-	Add/ Recd during the year	Transferred from I & E Account	Total	Less - Utilised/ Trns during the year	B alance as on 31.3--	
<b>a) GENERAL FUNDS</b>								
1	University Fund							
2	Agency Funds							
3	Contingency Fund							
4								
5	General Fund							
6	Research & Development Fund							
7								
8								
<b>B EARMARKED FUNDS</b>								
1	Admn Bldg, Books & Equipments							
2	UGC Grants							
3	State Govt Grants							
4	Acquisition of Land							
5	Group Gratuity Fund							
6	Provident Fund							
7	Silver Jubilee Fund							
8	Jubilee Fund							
9								
10								
<b>C) ENDOWMENT FUNDS</b>								
1								
2								
3								
4								
<b>Grand Total (A+B+C)</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
SCHEDULE NO. 2		DEPRECIATION FUND						
Sr.	Particulars	B alance as on 1.4.--	Current Year	Add : Interest on Investment	Total	Less - Adjust/Trns during the year	B alance as on 31.3.--	
1	Depreciation Fund							
<b>Total</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

SCHEDULE NO. 3		RESERVE & SURPLUS						
Sr.	Particulars	Balance as on 1.4.....	Add/Recd during the year	Transferred from I & E Account	Total	Less - Utilised/Trns during the year	Balance as on 31.3.....	
1	Surplus							
2	Other Reserves							
3								
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
SCHEDULE NO. 4		DEPOSITS & ADVANCES						
Sr.	Particulars	Balance as on 1.4.---	Add/Recd during the year	Total	Less - Paid During year	Balance as on 31.3. ---		
1	Deposits from Students							
2	Deposits from Contractor							
3	Deposits Other							
4	Accounts payable							
5								
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
SCHEDULE NO. 6		INVESTMENT						
Sr.	Particulars	Balance as on 1.4.---	Addition during the year	Interest received	Total	Withdrawal/ Adjustment	Balance as on 31.3.---	
a)	Long Term Investments							
1	Units with Unit Trust of India							
2	Government of India 8% Taxable Bonds							
3	Shares with Co-op Society							
4	Equity shares							
5								
6								
7	FD's with Nationalised Bank							
8	FD's with Scheduled Bank							
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

b)	Short Term Investments						
1	FD's with Nationalised Bank						
2	FD's with Scheduled Bank						
3							
4							
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	ALLOCATION OF INVESTMENTS						
A)	Earmarked Investment Fund						
B)	Endowment Investments Funds						
C)	Other Investments						
	<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
SCHEDULE NO. 7		ADVANCES					
<b>Sr.</b>	<b>Particulars</b>	<b>Balance as on 1.4.---</b>	<b>Paid during the year</b>		<b>Total</b>	<b>Received / Adjust-ments</b>	<b>Balance as on 31.3.---</b>
1	Advances to Employee/Staff						
2	Advances for Expenses to Employee						
3	Advances for Expenses to Others						
4	Advances to Others						
5							
	<b>Total</b>						
	CLASSIFICATION OF ADVANCES						
a)	Advances recoverable in Cash or kind						
b)	Advances considered as good						
c)	Advance considered as bad or doubtful						
SCHEDULE NO. 8		ACCOUNTS RECEIVABLES					
<b>Sr.</b>	<b>Particulars</b>	<b>Balance as on 1.4.---</b>	<b>Paid during the year</b>		<b>Total</b>	<b>Received / Adjust-ments</b>	<b>Balance as on 31.3.---</b>
1	Tax Deducted at Source						
2	Grant Receivable						
3	Other Receivable						
4	Total						

SCHEDULE NO. 9		CASH & BANK BALANCES				
Sr.	Particulars	Balance as on 31.3.2005				
1	Balance in Saving Accounts					
2	Balance in Current Accounts					
3	Cash in Hand					
4						
	<b>Total</b>					

**Notes to Balance Sheet**

Heads	Particulars
BALANCE SHEET	Balance Sheet is total summary of all outstanding balance of non-revenue accounts. All schedules are Integral part of the balance sheet. All schedules shall be tallied with Balance Sheet items.
FUNDS	All investments are classified under 3 heads. a) General Funds - it includes all funds which are not earmarked or endowment fund. b) Earmarked Funds - it includes Funds which are to be used for Specified purpose or object at the time of creation of fund. c) Endowment Funds - it includes funds which are kept aside for earning income and to pursue specified object.  Under "Received/Additions" column funds received during the year, Interest received during the year etc. is to be shown.  Under "utilised/transferred" column funds utilised during the year is to be shown under this head.
RESERVE & SURPLUS	Under this head all surplus of Income & expenditure account is to be shown separately.  Under Other Reserves all other reserves created through Income & Expenditure account or specific reserve created by specific resolution or act is to be shown.
DEPOSIT & ADVANCES	Under this head Deposits accepted by University is to be shown. Under account payable all amount to be payable by the University is to be shown.
INVESTMENTS	Investments are classified under two heads - a) Long Term - Under this head, all investments made having tenure over 1 year is to be shown. b) Short Term - Under this head, all investments made having tenure less than 1 year is to be shown.
ACCOUNTS RECEIVABLE	Under this head, all amounts receivable to University are to be shown which are not reflected elsewhere.

**APPENDIX - VI**

UNIVERSITY					
Income & Expenditure Accounts for the year			ended on 31st March -----		
	Particulars	Schedule No	Amount	Current Year	Previous Year
<b>A)</b>	<b>RECEIPTS</b>				
<b>I)</b>	<b>ACADEMIC</b>				
1	Examination Fees				
2	Academic Fees				
3	Other Fees				
4	Salary Grants				
5					
6	Income from Other Sources				
7	Miscellaneous Receipts				
8					
9					
10					
<b>II)</b>	<b>UGC Schemes (Revenue)</b>				
1	Recurring Grant's				
2	Teacher's Fellowship				
3					
4					
5					
<b>III)</b>	<b>INTEREST ON INVESTMENTS</b>				
1	Interest on Deposits with Banks				
2	Interest on Deposits Others				
3	Dividend on Shares				
4					
5					
<b>IV)</b>	<b>OTHER RECEIPTS (Revenue)</b>				
1	Nidhi/Donation Received				
2	Tournaments Receipts				
3	Miscellaneous Receipts				
4					
			Total Rs.		
<b>B)</b>	<b>EXPENDITURE</b>				
<b>I)</b>	<b>EXPENDITURE</b>				
1	Establishment Expenses				
2	Examination Expenditure				
3	Academic Expenditure				
4	Common Services & General				



## APPENDIX – VII

..... UNIVERSITY .....

Department/Section.....

Date :-

**Sub. : Administrative approval for purchase of Articles/Equipment/Machinery.**

The store material/equipments are required for the ..... Department / Section. The details of this purchase are as under :-

Sr. No	Details of stores material equipment	Qty	Estimated Cost	Technical Specifications	The details of present stock with Dept. - Qty. Value	The approval of the following Committees is necessary - (i) Purchase (ii) Technical (iii) Furniture	Budget Provision for current year
1	2	3	4	5	6	7	8

- (i) Justifications for purchase of above store material/equipment.....
- (ii) Budget Head .....
- (a) Budget provision for the current year .....
- (b) Cumulative expenditure incurred so far Rs.....
- (c) Balance provision for above purchase .....
- (iii) Whether the preliminary works i.e. civil work and electrical works for installation of equipment etc. are completed before purchase. If not, the period required for completion of such work and action taken for completion of such work.
- (iv) whether the arrangement for storage of the said material/equipment is made and provision for maintenance cost after warranty period is anticipated.
- (v) Name of manufacturer/authorized dealers/wholesaler/Retailer and their address.
- (vi) The said purchase is to be effected by inviting tenders/fixing annual rate contracts or placing orders with the existing rate contract firm/directly Co-operative Consumer Store by calling sealed quotation.

As per delegation of powers, administrative approval of ..... is required for above purchase, which may be accorded for estimated expenditure of Rs. ....

Clerk/ Superintendent

H.O.D./Dy. Registrar

Registrar/Director-BCUD/  
Controller of Exam./Finance & Accounts Officer

Hon'ble Vice-Chancellor



..... UNIVERSITY .....

Department/Section.....Date :-

**Sub. : Administrative approval for repair of Articles / Equipment / Machinery**

**Submitted -**

The following equipment/machinery of ..... Department / Section needs repairs for effective use. The details are as under :-

Sr. No	Articles/ Equipment Machinery	Date of purchase & warranty period	Date from which it is under repair	Estimated Expd. for repairs	Item of repairing work	Technical specification	Budget Provision available during current year
1	2	3	4	5	6	7	8

Justification for repairs - .....

Clerk/ Superintendent

H.O.D./Dy. Registrar

Registrar/Director-BCUD/

Controller of Exam./

Finance & Accounts Officer

Hon'ble Vice-Chancellor

..... UNIVERSITY .....

**MATERIAL REQUISITION NOTE**  
**( To be prepared in triplicate )**  
 Department/Section \_\_\_\_\_

Requisition No. \_\_\_\_\_  
 Date : \_\_\_\_\_

To

**Dy. Registrar,  
 Stores Section**

Kindly supply the following material for the use of our department/ section

Sr. No	Description with size/weight and other specifications along with Company/Make etc.	Quantity required	Value (Rs.)	Existing stock with user Dept. / Section	Consumption per day/ month	Budget Head and Balance Provision
1	2	3	4	5	6	7

Justification for requirement .....

Encl. : Administrative sanction dt.----- in format No. 1 is enclosed.

**Signature**  
 Head / Dy. Registrar/---

**For use of Stores Section**

Requisition note received on -

- Date -
- Name of receiving clerk -
- Signature –

..... UNIVERSITY, .....

Department/Section.....

Date :-

**Sub. : Sanction of rates for purchase/repairs of equipment/ articles.**

**Submitted -**

For ..... Department / Section, the following purchase/repairs are to be carried out -

Sr. No	Particulars	Qty.	Technical Specifications	Budget Provision	Estimated Cost	Specifications approved by	Balance of previous purchase

1. Above purchases are made by calling quotation / inviting tender or fixing Annual Rate Contract.
2. Quotations / tender are called for from suppliers and lowest quotation of Rs. .... quoted by ..... is recommended for approval.
3. Being a single quotation, approval of ..... is required as per Delegation of Powers.

Clerk/ Superintendent

Dy. Registrar/ H.O.D.

Registrar/Director-BCUD/  
Controller of Exam./  
Finance & Accounts Officer

Hon'ble Vice-Chancellor

.....UNIVERSITY,.....

Department/Section \_\_\_\_\_

**SANCTION TO QUOTATION / TENDER**

Ref.No.SU/\_\_\_\_\_

Date :

M/s. \_\_\_\_\_  
\_\_\_\_\_

Sub. : Sanction to Quotation/Tender and invitation for Agreement.

Ref. : Your Tender / Quotation No. \_\_\_\_\_ dt. \_\_\_\_\_

Sir/Madam,

Your tender/quotation dt..... for purchase of ..... is sanctioned by Purchase Committee of this University/ .....

In this regard, you are requested to execute the Agreement with the University regarding terms and conditions of supply of the required material/articles in the format prescribed by the University.

The purchase/supply order will be placed after the execution of this Agreement and on payment of performance security at 5% of the value of contract.

Thanking you,

Yours faithfully,

Signature and Designation

Encl.: Copy of Draft Agreement.

.....-UNIVERSITY,.....

Department/Section \_\_\_\_\_

**PURCHASE / SUPPLY ORDER**

Ref. No. SU/\_\_\_\_\_

Date : .....

To

M/s. \_\_\_\_\_

\_\_\_\_\_

Sub. : Purchase Order for \_\_\_\_\_

Ref. : Your Tender / Quotation No. \_\_\_\_\_ dt. \_\_\_\_\_

Sir/Madam,

Your tender/quotation dt. .... is sanctioned by .....

You are requested to supply the following articles on the terms and conditions mentioned herein, which you have accepted in the Agreement.

Sr.No.	Material / Equipment	Description & Specifications	Quantity	Rate Per Unit	Amount Rs.
				Total -	

**Terms & Conditions :**

- 1) Delivery period :- Within \_\_\_\_\_ weeks from the date of issue of supply order.
  - 2) Place of delivery :- The material/equipment shall be delivered at \_\_\_\_\_  
Department / Section, =
  - 3) Price- Inclusive of all taxes, installation and delivery/supply on the above mentioned address.
  - 4) Discount if any :- \_\_\_\_\_
  - 5) Octroi - At actuals extra / Not Applicable
  - 6) Warranty / Guarantee - \_\_\_\_\_
  - 7) Terms of payment- 75% payment after delivery and the remaining 25% after the inspection of material/equipment regarding quality, quantity, condition.
  - 8) Penalty Clause - On failure to supply/deliver the ordered material/equipment within the stipulated time (as mentioned above), the concerned vendor shall be liable for penalty. The University reserves the right to cancel the order in such cases as mentioned in the agreement.
  - 9) Other - (Please see overleaf)
  - 10) Special Instruction if any - \_\_\_\_\_
- Receipt of this order may please be acknowledged.

Yours faithfully,

(Signature & Designation)

#### **TERMS AND CONDITIONS**

- 1) The number and date of this order and Serial No. of the article overleaf must be quoted in the bill and the rates must be checked with your original Quotation/Tender. Any variation in price and specification must be immediately intimated to this office and our approval should be obtained before effecting the supply.
- 2) The bill should be prepared in ink (or typed) and submitted in quadruplicate duly pre-receipted with a revenue stamp, if bill amount is over Rs.500/-. Bills received without pre-receipt will be returned without any liability on this office for delays.
- 3) In case your rates are F.O.R. dispatching station, transit and insurance charges will be payable only if vouchers for the same accompany the bill. F.O.R. Destination prices will be deemed to include insurance charges unless otherwise specified.
- 4) Payment of your bill will be made on receipt of the articles in good conditions, by crossed cheque. In case of any correspondence regarding your bills, please quote reference of this supply order number and date.
- 5) All damaged or/and unapproved goods shall be returned at your cost and risk and the incidental expenses incurred thereon shall be recoverable from you / from any of your bills.
- 6) Packing list must be put inside all packages giving our order No. and date.

..... UNIVERSITY, .....

Department/Section .....

Date -

**Sub. : Sanction for Bill for purchase of material / Equipment.****Submitted -**

The administrative approval for purchase of .....material/ equipment was accorded by ..... vide order dated ..... of which bill No. .... dated ..... for Rs..... submitted for sanction. (Copies of administrative approval, the purchase Committee/Technical Committee Resolution and supply order are attached herewith).

Before payment of said bill, the following checks are scrutinized -

1. The Security Deposit of Rs. .... /Bank Guarantee for the said amount is already paid / furnished by the supplier.
2. The material / equipment as per ordered specifications are received in good condition at stipulated date and the certificate that effect on recorded on bill.
3. The said material / equipment are entered into Accession Register & Dead stock Register / Stock Register of concerned Department / Section.
4. The warranty / guarantee certificate letter is furnished by the supplier.
5. The Security Deposit of Rs..... and Income Tax and surcharge/Education Cess amounting to Rs..... is to be deducted from the Bill.
6. The advance of Rs..... is given to Shri ...../supplier which is adjusted through the bill.
7. The bill is received as per term and conditions of supply order, which is payable within ..... days from date of receipt of bill.
8. The said material / equipment is delayed by ..... weeks, for which extension is not granted by competent for which, the liquidated damages of Rs..... is to be deducted from bill as per term of agreement.
9. The amount of bill payable is debited to Budget head code ..... under which balance provision of Rs..... is available.
10. The net amount of bill amounting to Rs..... may be sanctioned.

Clerk/ Superintendent

Asstt. Registrar

Dy. Registrar

Finance &amp; Accounts Officer

..... UNIVERSITY, .....

Form No. VII - H

DEPARTMENT/SECTION \_\_\_\_\_

**After Sales Service Record**

- Name of Asset:- \_\_\_\_\_
- Date of Purchase:- \_\_\_\_\_
- Guarantee period from \_\_\_\_\_ to \_\_\_\_\_
- Warranty period from \_\_\_\_\_ to \_\_\_\_\_
  
- Annual maintenance contract with M/s. \_\_\_\_\_
- A.M.C. Period - from \_\_\_\_\_ to \_\_\_\_\_
- Minimum routine visit under A.M.C. \_\_\_\_\_
- Minimum emergency visits \_\_\_\_\_

**REPORT OF SERVICE DURING G/W/AMC PERIOD**

Sr.No.	Date	Machinery		Service received		Amount Charged Rs.
		Preventive maintenance	Break down maintenance	Prompt/delay	Satisfactory/Non satisfactory	

Signature -  
HOD/ Dy.Registrar/.....