

PANJAB UNIVERSITY, CHANDIGARH
OFFICE OF THE FINANCE & DEVELOPMENT OFFICER

No. 2286/A/FDOI to 2286/F/FDOI

Dated : 31-5-18

In terms of the resolution of the Board of Finance vide agenda item No.6 dated 01.03.2018, duly approved by the Syndicate in its meeting dated 30.03.2018 vide paragraph 5, the following decision has been taken;

“that in case of sponsored research projects/schemes as well as consultancy projects, for which the concerned Faculty member is responsible for the execution and submission of its progress report to the concerned funding agency, the annual audit of such projects/schemes be allowed by the professional CA Firms to be taken from the panel approved by the CAG, with condition that the provisions of Panjab University Accounts manual and General Financial Rules will be strictly followed including the pre-audit of proposals of procurement of goods and services valuing more than Rs.500 lacs.”

In order to comply with the above decision of the Governing Bodies, it is hereby directed that :-

1. W.e.f. 1st June, 2018 all the bills pertaining to individual sponsored research projects shall be verified and passed by the concerned Office Superintendents and Assistant Registrar of G&P Section on a contingent bill, the specimen of which is enclosed herewith as Annexure-I.
2. While processing the contingent bill (drawn by a Principal Investigator/Head of the Department), the concerned dealing officials of G&P Section shall exercise all checks as prescribed in the P.U. Accounts Manual as well as those illustrated on the contingent bill from itself. As a token of compliance of such checks, the concerned dealing officials shall append his/her full signature at the designated space on contingent bill.
3. The amount of the bill which has been passed for payment shall be recorded in red ink by the concerned dealing official. The concerned A.R. shall affix his/her signature as a “bill passing authority” in purple ink.
4. The Assistant Registrar (G&P) Section shall cause to prepare a one common advance register in which all the entries of advances relating to G&P Section, as a whole, shall be recorded (department-wise as well as faculty-wise). The pending entries of unadjusted advances in the previous registers shall be carried over to the said common registers under certification of the A.R. (G&P)
5. In case of procurement of goods & services valuing more than Rs. 5.00 lac, the concerned PI/Coordinator shall have the proposal pre-audited from the ACLA before placing the order.
6. At the end of each financial year as well as on the completion of concerned project, the statement of expenditure and utilisation certificate of each project shall be audited by a CAG empanelled C.A. firm.

You are requested to ensure the compliance of above instructions meticulously.


Finance & Development Officer

D.R. (Accounts)
A.R. (G&P)
ACLA

CC:

1. Vice Chancellor
2. Registrar
3. Director, RPC

OLC
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PANJAB UNIVERSITY
CONTINGENT BILL
(Sponsored Research/ Consultancy Project)

Diary No.

DEPARTMENT.....
Project Code :
Budget Head:

FOR USE IN THE DEPARTMENT	Sr. No. of Sub Vrs.	In favour of	VOUCHER No.	
Sanction conveyed vide Letter No. Dated		
<u>DOCUMENTS ATTACHED</u>		BRIEF DESCRIPTION OF THE PAYMENT	Rs.	P.
1. Sanction 2. N.I.Q. 3. Quotations 4. Comparative Statement 5. 6. 7.				
<u>FOR ACCOUNTS BRANCH</u>				
1. Balance available Rs.....				
2. Amount of this bill Rs.....				
3. Balance (1-2) Rs.....				
4. Budget/Grant Register Page.....Sr. No.....				
5. Advance Register : Page.....Sr. No.....				
<u>CHECK LIST</u>				
1. Stock Entry				
2. Sanction				
3. N.I.Q./Quotations/Comparative statement				
4. Advance Register				
5. Grant/Bill Register				
6. Provisional Payment Register				
7. E.C.R.				
8. Imprest Register				
9. Conditions of grant				
To be verified by Sr. Asstt.				
(Signature in full)		Amount C/o		

Sr. No. of Sub Vrs.	BRIEF DESCRIPTION OF THE PAYMENT	Rs.	P.
Total			

Certified:

1. That the expenditure detailed above being essential has been incurred in the interest of the University.
2. That the expenditure has been incurred with the sanction of the competent authority/by virtue of the financial power vested in the undersigned.

REMARKS (if any)

Dated.....

Principal Investigator/ HOD
(Stamp)

Project Code _____

<p>Verified and Passed for payment of Rs. _____ (_____)</p> <p>Verified by:</p> <p>Clerk Assistant Supdt.</p> <p>Passed by Assistant Registrar</p> <p>(Signature in full)</p> <p>PAY ORDER VERIFIED</p> <p>Clerk Assistant</p>	<p>FOR USE IN THE CHEQUE WRITING SECTION</p> <p>Cheque No. _____.</p> <p>Dated _____.</p> <p>for Rs. _____.</p> <p>Sr. Asstt.</p> <p>Supdt. (Cheque Section)</p>
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