

TIME SCHEDULE TO BE OBSERVED FOR PROCESSING THE BILLS OR OTHER CASES

Sr. No.	Assignment	Time limit for Deptt. to submit the case /bill to accounts branch	Time limit for Accounts Branch to process case /bill	Time limit for audit branch
1.	Release of payment of salary to the regular employees/ pensioners	The concerned department shall submit the absentee statement at least 7 days before the end of each month	The salary section must submit the salary bill duly passed by the audit to the cheque writer section on the last working day of the month and release the salary on Ist working day of succeeding month	Two working day
2.	Payment of salary to the contractual/ temporary/daily wage employees	On first working day of each month	Bills shall be put up to the audit for payment within 3 working days from the date of receipt of bill	One working day
3.	Processing of bills of guest faculty	Latest by 7th of each month	Bills shall be put up to the audit for payment within 3 working days from the date of receipt	One working day
4.	Fixation of salary on promotion or otherwise	Within 3 working days from the date of receipt of orders	The case shall be put up before the audit within three working days from the date of receipt of service book from the concerned department	Two working days
5.	Cases of pay anomaly of pay fixation	Within two working days from the date of receipt of request from the employee	<p>1. Within three working days the accounts branch shall call for the service book of employees involved in the pay anomaly cases.</p> <p>2. The concerned department shall submit the service book in accounts branch within five working days from the date of receipt of request.</p> <p>3. Accounts branch shall seek the report of Estt. section within three days from the date of receipt of service books</p> <p>4. The Estt. Section shall submit the report to accounts branch within five days from the date of receipt of the case.</p> <p>5. The Accounts branch shall put up the case to audit within five working days from the date of receipt of service books and report of Estt. Section.</p>	Three working days

6.	Release of arrear of anomaly/pay fixation etc.	Within seven working days from the date of the audit of the revised pay fixation	Within five working days the case shall be put up to the audit	Three working days
7.	Annual increment	Latest by 5th day of the month of increment	The case shall be put up to the audit within two working days from date of receipt of service book from the concerned department after recording all the necessary entries	Three working days
8.	Payment of TA/DA to University employees	Within one working day from the date of submission by the claimant	Bills shall be put up to the audit within three working days from the date of receipt of TA bills from the concerned department complete in all respect.	One working day
9.	Advance/Reimbursement of LTC/HTC	Within two working days from the date of submission of bill by the claimant	Bills shall be put up to the audit within five working days from the date of receipt of request alongwith service book , sanction order and other documents as per LTC/HTC form	Two working days
10.	Leave encashment for LTC	Within two working days from the date of submission of bill by the claimant	Bills shall be submitted to the audit within three working days from the date of receipt of the bill alongwith sanction and service book and other documents as per LTC form.	Two working days
11.	Sanction for attending conferences/ seminars etc. out of budget head "Improvement of Education" (part-c)	Within one working day from the date of receipt of application	Within three working days, the recommendations shall be forwarded to the office of Dean University instructions for sanction	Not applicable
12.	Advance/reimbursement of bill of subsidy for Improvement of Education	Within one working day from the date of submission of bill by the claimant	Within three working days the bill shall be put up to the audit	One working day
13.	Processing of case of procurement of goods/equipment/service etc.	Within one working day after the case is recommended by the Departmental Committee	The case shall be submitted to the office of the Vice-Chancellor/Registrar/DUI/Dean Research/FDO as the case may be within 3 working days from the date of its receipt from the department	Within two working days for the cases which require pre audit of the purchase

				order
14.	Processing of other cases requiring sanction/approval of higher authorities	As per the requirement of the department	The case shall be put up to the office of the Vice-Chancellor/Registrar/DUI/Dean Research/FDO as the case may be within three working days from the date of its receipt from the department.	Not applicable
15	Release of advance or payment of bills of purchase/procurement of services etc.	Within two working days after recording necessary certificates and entries in stock register etc.	Bills shall be put up before the audit within three working days from the date of receipt of payment voucher along with bills and other documents from the concerned department	Within two working days
16.	Adjustment of advance	Within 30 working days from the date of conclusion of concerned event	Case shall be put up to the audit within three working days from the date of receipt of adjustment vouchers complete in all respects from the department	Three working days
17.	Intimation to the concerned official/teacher regarding adjustment of advance	Not applicable	Within two working days after the audit of adjustment of advance	Not applicable
18.	Pension, Gratuity and Leave Encashment	Within one working day after the receipt of orders of competent authority	1. Pension case shall be put up to the Audit within ten working days from the date of receipt of pension form complete in all respect alongwith NOC's and service book. 2. Gratuity and Leave Encashment cases shall be put up to the Audit within five working days from the date of receipt of orders from the Establishment Section alongwith Service Book.	Two working days
19.	Medical Bills	Within one working day from the submission of bill by the claimant	It shall be put up before the Audit within five working days from the date of receipt of Medical Bills from the office of Chief Medical Officer, PUHC, duly verified and passed for payment.	Two working days
20.	Finalization of utilization certificate and statement of expenditure		1. The Accounts Branch shall prepare a draft statement of expenditure and utilization certificate within a period of 15 days from the date of closing of	Five working day

			<p>financial year or the closure of the scheme as the case may be.</p> <p>2. The concerned Department shall verify the statements and submit it to the Accounts Branch within 10 working days.</p> <p>3. Thereafter the Accounts Branch shall submit the statement and utilization certificate to the Audit branch with 3 working days.</p>	
21.	Refund of fee to the students	Consolidated list along with form of refund shall be submitted within seven working days from the date of expiry of last date for application of refund.	With ten working days from the date of receipt of the refund forms it shall be submitted to the audit	Three working days