



तमिलनाडु केन्द्रीय विश्वविद्यालय, तुरुवारुर  
CENTRAL UNIVERSITY OF TAMIL NADU, THIRUVARUR

CIRCULAR

No.CUTN/FO/2017-18/3939

March 7, 2018

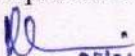
**Sub.: Closure of Annual Accounts -reg.**

The financial year 2017-18 is fastly approaching for closure and the Annual Accounts of CUTN are required to be finalized as on 31<sup>st</sup> March 2018. The Annual Accounts of CUTN are required to be approved by the Financial Committee and Executive Council before submission to CAG Audit. It is therefore, necessary that Accounts of CUTN are ready by 30<sup>th</sup> April 2018. This is possible only with the co-operation all the Departments/Sections and submit their bills/invoices/claims//documents in time. To enable timely finalization of Annual Accounts and timely conduct of Statutory Audit by CAG, the following steps may be followed:

- 1) Where the Goods & Services/Works are completed/received along with bills/invoices as on or before 15<sup>th</sup> March 2018, those bills/invoices may be forwarded to CUTN Finance immediately for further process.
- 2) Where the Goods & Services/Works are being completed/received along with bills/invoices from 16-03-2018 to 31-03-2018, those bills/invoices may be forwarded to CUTN Finance immediately, as and when on receipt, for further process.
- 3) Where the Goods & Services/Works are being completed/received but bills/invoices are yet to receive on or before 31<sup>st</sup> March 2018, the value of those items/services/works can be included in the statement of payables and be forwarded to CUTN Finance latest by 2<sup>nd</sup> April 2018. Please ensure that all the payables as at 31-03-2018 are taken into account.
- 4) Where the Goods & Services/Works are ordered but will be delivered/received/completed after 31<sup>st</sup> March 2018, those items/services/works can be included in the statement of Commitments along with copy of Purchase/Service/Works Order may be forwarded to CUTN Finance latest by 2<sup>nd</sup> April 2018. Please ensure that all the commitments as at 31-03-2018 are taken into account.
- 5) Those who have drawn advances prior to 28<sup>th</sup> February 2018 or prefer personal claims (LTC, CEA, TA, etc.) for the current financial year, shall submit their Settlement of Advances / Claims immediately to CUTN Finance.
- 6) Those who are drawing advances from 1<sup>st</sup> March 2018 to 15<sup>th</sup> March 2018 shall submit their Settlement of Advances / Claims immediately on completion of the programme/activity or latest by 31<sup>st</sup> March 2018 to CUTN Finance.
- 7) All Imprest Account bills/invoices/claims shall be submitted by 31<sup>st</sup> March 2018. A Certificate for Bank Balance as at 31<sup>st</sup> March 2018 along with a copy of Bank Passbook may be submitted to CUTN Finance, latest by 2<sup>nd</sup> April 2018.

- 8) A detailed list of Continuing Contract/Annual Maintenance Contract (AMC) may be sent to CUTN Finance, latest by 22<sup>nd</sup> March 2018.
- 9) List of Stock of Stationery and other Consumables as at 31<sup>st</sup> March 2018 with cost of purchase (i.e. Stock in hand) may be submitted by Stores/Purchases to CUTN Finance, latest by 2<sup>nd</sup> April 2018.
- 10) A Certificate of Physical Verification of Laboratory Equipment along with list of items may be submitted in the prescribed format by all the Principal Investigators of Sponsored Projects, latest by 2<sup>nd</sup> April 2018.
- 11) Academic Section may submit "List of Outstanding Tuition/Academic Fee" with names and amount to be collected from the students, as per their records, as on 15<sup>th</sup> March 2018 and be forwarded to CUTN Finance, latest by 22<sup>nd</sup> March 2018.
- 12) Academic Section may submit "List of Outstanding Fee Receivable from Collaborative Institutes" with names and amount to be collected, as per their records, as on 15<sup>th</sup> March 2018 and be forwarded to CUTN Finance, latest by 22<sup>nd</sup> March 2018.
- 13) Chief Warden/ Guest House In-charge may submit "List of Outstanding Hostel Rent/ Guest House Charges" with names and amount to be collected from the students/inmates, as per their records, as on 15<sup>th</sup> March 2018 and be forwarded to CUTN Finance, latest by 22<sup>nd</sup> March 2018.
- 14) Executive Engineer may submit "List of Outstanding Licence Fee" with names and amount to be collected from the Bank/Post Office/Vendors/Service Providers etc., as per their records, as on 15<sup>th</sup> March 2018 and be forwarded to CUTN Finance, latest by 22<sup>nd</sup> March 2018.

All Heads/Coordinators/Principal Investigators/Officers may please take all necessary actions towards closing of annual accounts in time to comply statutory requirements.


  
07/03/18  
Finance Officer

**To**

- 1) All Heads/Coordinators/Principal Investigators of Projects, CUTN
- 2) All Faculty Members, CUTN
- 3) Chief Warden/Warden, CUTN
- 4) All Officers, CUTN
- 5) Section Officer (Purchases)

**Copy to**

- 1) Vice Chancellor, CUTN
- 2) Registrar, CUTN
- 3) Controller of Examinations, CUTN
- 4) Assistant Registrar (Finance), CUTN
- 5) PS to VC, CUTN
- 6) PA to Registrar, CUTN
- 7) PA to Controller of Examinations, CUTN
- 8) Finance Section, CUTN
- 9) File





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**CERTIFICATE REGARDING PHYSICAL VERIFICATION OF ALL  
LABORATORY EQUIPMENT PROCURED OUT OF PROJECT FUNDS  
AT LAB AS ON 31.03.2018**

Name of Department: \_\_\_\_\_

Financial Year: 2017-18

Name of the Principal Investigator: \_\_\_\_\_

Name of the Project with Code: \_\_\_\_\_

It is certified that Physical Verification of Laboratory Equipment (Fixed Assets) at the Laboratory as on 31.03.2018 has been conducted and enclosed the list of Assets with value of assets & date of purchase.

Signature of Authorised Person

Signature of Principal Investigator

**List of Laboratory Equipment as on 31-03-2018**

Name of the Principal Investigator: \_\_\_\_\_

Name of the Project with Code: \_\_\_\_\_

Sl. No.	Item	Purchased from	Inv. No.	Inv. Date	Value of Asset (Rs.)	AMC details, if any