

डॉ. एस. भुवनेश्वरी
कुलसचिव
Dr. S. Bhuvaneshwari
Registrar



तमिलनाडु केन्द्रीय विश्वविद्यालय
(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)
CENTRAL UNIVERSITY OF TAMIL NADU
(Established by an Act of Parliament, 2009)
नीलक्कुडी / Neelakudi, तिरुवारूर/Thiruvavur - 610 005
☎: 04366 277230 /Telefax : 04366 277222
Email: registrar@cutn.ac.in

CUTN – 29(8)/2016 – Reg. Sec / 738

28th November 2017

OFFICE ORDER

Sub: - Committee Constitution to initiate Automation of activities - University centric - Finance, Purchase, Asset Management - Reg.

Ref: - Minutes of the meeting of the committee for the implementation of Automation of activities in CUTN dated 21.11.2017.

With reference to the minutes of the meeting of the committee for the implementation of Automation of activities in CUTN dated 21.11.2017, the following subcommittee has been constituted to look into the University centric - Finance, Purchase, Asset Management:-

1. Dr. S. G. Ramkumar, Assistant Professor, Dept. of Chemistry, Chairperson
2. Dr. Poornima Rajendran, Assistant Professor, Dept. of Education, Convenor
3. Dr. Balasubramani K, Assistant Professor, Dept. of Geography
4. Mr. R. Ramesh, Section Officer (Purchase)
5. Ms. C. Sridevi, Section Officer (Purchase)
6. Mrs. S. Jayanthi, Assistant (Finance and Accounts)
7. Mr. G. Sadasivam, LDC (Finance)
8. Mr. M. Abdul Khadhar, UDC (Finance)

The terms of references of the committee is enclosed as annexure, in addition to the terms of reference any other matter related to the assigned task shall be incorporated, for further details if any, Dr. S. G. Ramkumar may be contacted.

S. Bhuvaneshwari
Registrar 28/11/2017

To
The Concerned

Copy to: -

1. All Officers
2. Dean (Academics) / Dean (Student Welfare)
3. Heads – All Departments / Sections
4. PS to VC
5. PA to Registrar
6. IQAC
7. E – Circular

Dr. S. Bhuvaneshwari / डॉ. एस. भुवनेश्वरी
Registrar / कुलसचिव
Central University of Tamil Nadu
तमिलनाडु केन्द्रीय विश्वविद्यालय
Thiruvavur / तिरुवारूर - 610 101.

Terms of Reference of the committee:

- i. Provide workflow from proposal, approval of proposal, all necessary checklists, approval level, budget verification, administrative and financial approval, stock entry, bill passing, payments etc.,
- ii. RC items
- iii. Non-RC items
- iv. Advances for various events,
- v. TA Claim
- vi. All approvals should be sent with appropriate conditions
- vii. Asset numbering and management
- viii. Tendering, e-procurement
- ix. Software purchases, licensing
- x. Any other matter related to procurement (including services)

S. Bhuvaneshwari
28/11/2017

Dr. S. Bhuvaneshwari / डॉ. एस. भुवनेश्वरी

Registrar / कुलसचिव

Central University of Tamil Nadu

तमिलनाडु केन्द्रीय विश्वविद्यालय

Thiruvavur / तिरुवारूर - 610 101.