



तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुडी परिसर/Neelakudi Campus,

कंगलान्चेरी/Kangalancherry, तिरुवारूर/Thiruvavur - 610 101

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Dr. S. Bhuvanewari
Registrar

CUTN-29(1)/2016-Reg Sec

February 11, 2016

CIRCULAR

Sub: Bills submitted for approval of payment - reg

All faculty and staff members are hereby informed to check the following points while submitting the bills to Finance Section for sanctioning of payments:

1. Bills should be pasted in a one-side A4 sheet and signed by the concerned faculty or staff.
2. Total expenditure should not be exceeded against the total advance in any case.
3. Adjustment bill/vouchers should be submitted in Finance Section within 15 days from the date of receipt of the advance after making necessary stock entry in stock register. However in special case, it should be submitted within one month from the date of receipt of the advance.
4. In case of any event like seminar, workshop, convocation, short term course etc. it should be submitted within 15 days from the date of closure of event.
5. All vouchers/bills should be enclosed in original shape and "paid and verified by me" should be clearly mentioned on the every bills/vouchers. Rough paper/estimate/plain paper will not be considered for adjustment instead of original bills/vouchers.
6. Travelling bill/fuel bill/ local transport bill other than on outstation official tour will not be considered against advance. It should be submitted with proper justification for reimbursement in Finance office separately.

Finance Wing shall ensure strict compliance of the above, before sending for approval of the undersigned.

All faculty and staff members shall ensure compliance of the above.

Approved

Registrar
11/2/2016
REGISTRAR