



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 - 610 005

No.CUTN/FO/2018-19/1781

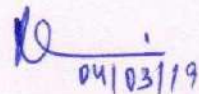
March 4, 2019

CIRCULAR

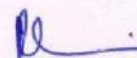
Sub.: Effective Utilisation of Funds & Closure of Annual Accounts: 2018-19 -reg.

The financial year 2018-19 is fastly approaching for closure and the Annual Accounts of CUTN are required to be finalized as on 31st March 2019. 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 15th May 2019. This is possible only with the co-operation all the Departments/Sections and submit their bills/invoices/claims//documents in time. To enable timely compilation of Annual Accounts and timely conduct of Statutory Audit, the following steps may be followed:

- 1) Where the Goods & Services/Works are received/completed along with bills/invoices as on or before 15th March 2019, those bills/invoices may be forwarded to CUTN Finance immediately for further process.
- 2) Where the Goods & Services/Works are being received/completed along with bills/invoices from 16-03-2019 to 29-03-2019 (i.e. last working day of this financial year), those bills/invoices may be forwarded to CUTN Finance immediately, as and when on receipt, for further process.
- 3) It may please be noted that under PFMS, no booking of payables/commitments are possible and all the payments shall be processed & released, subject to availability of funds, on or before 31st March 2019. Otherwise the amount of bill/invoice/claims shall get adjusted in the next financial years' budget allocation, resulting lesser funds will be available in 2019-20.
- 4) Those who have drawn advances prior to 28th February 2019 or prefer personal claims (LTC, CEA, TA, etc.) for the current financial year, shall submit their Settlement of Advances / Claims immediately to CUTN Finance.
- 5) Those who are drawing advances from 1st March 2019 to 15th March 2019 shall submit their Settlement of Advances / Claims immediately on completion of the programme/activity or latest by 29th March 2019 to CUTN Finance.


04/03/19

- 6) All the Imprest Account bills/invoices/claims shall be submitted by 29th March 2019. A Certificate for Bank Balance as at 31st March 2019 along with a copy of Bank Passbook may be submitted to CUTN Finance, latest by 2nd April 2019.
- 7) As prescribed by C&AG, an equipment Log book, which contains the history of the equipment throughout its lifetime, should be maintained for all major equipment in the laboratories with the details as specified in Annexure-I. Please refer FO's E.mail dated 1st May 2018 with subject line, "Audit Query: Non - Maintenance of Log Book for major equipment" regarding this compliance.
- 8) A detailed list of Continuing Contract/Annual Maintenance Contract (AMC) may be sent to CUTN Finance, latest by 25th March 2019.
- 9) List of Stock of Stationery and other Consumables as at 31st March 2019 with cost of purchase (i.e. Stock in hand) may be submitted by Stores/Purchases to CUTN Finance, latest by 2nd April 2019.
- 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 2nd April 2019. (Annexure-II & II A)
- 11) 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 15th March 2019 and be forwarded to CUTN Finance, latest by 25th March 2019.
- 12) 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 15th March 2019 and be forwarded to CUTN Finance, latest by 25th March 2019.
- 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 15th March 2019 and be forwarded to CUTN Finance, latest by 25th March 2019.
- 14) Executive Engineer may submit "List of Outstanding Licence Fee, Water Charges, Electricity Charges" with names and amount to be collected from the Bank / Post Office / Vendors / Contractors / Service Providers etc., as per their records, as on 15th March 2019 and be forwarded to CUTN Finance, latest by 25th March 2019.


04/03/19

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


04/05/19
Finance Officer
वित्त अधिकारी | Finance Officer
तमिलनाडु केन्द्रीय विश्वविद्यालय
Central University of Tamil Nadu
तिरुवारूर-610 005 Thiruvārūr-610 005

To

- 1) All Deans/Heads/Coordinators/Principal Investigators of Projects, CUTN
- 2) All Faculty Members, CUTN
- 3) Chief Wardens, CUTN
- 4) All Officers, CUTN
- 5) Joint Registrar (Academic/Establishment), CUTN
- 6) Executive Engineer, CUTN
- 7) Assistant Registrar (Purchase), CUTN

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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FORMAT OF 'LOG BOOK FOR MAJOR EQUIPMENTS'

Name of the Department: _____

Location: _____

Name & Model of Equipment: _____

Date of Installation: _____ Warranty Period: _____

In-house maintenance schedule	Maintenance done on	Company Maintenance schedule as per AMC	Company Maintenance done with date & time	Problems encountered with date & time	Rectification details with date & time	Parts repaired, replaced with date & time	Remarks, Signature

[Handwritten Signature]



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FORMAT OF 'CERTIFICATE REGARDING PHYSICAL VERIFICATION OF
ALL LABORATORY EQUIPMENT PROCURED OUT OF PROJECT FUNDS
AT LABORATORY AS ON 31ST MARCH 2019'

Name of the Department: _____ Financial Year:2018-19

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 31st March 2019 has been conducted and enclosed the list of Assets (Annexure-II A) with value of assets & date of purchase.

Signature of Authorised Person

Signature of Principal Investigator

