



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/  
Thiruvarur - 610 005

No.CUTN/FO/2019-20/ 2430

July 29, 2019

**CIRCULAR**

With the approval of Vice Chancellor CUTN, the Finance Department will be operated with three sections, viz. (a) Finance Section; (b) Accounts Section; and (c) Audit Section in order to streamline and improve the finance & accounting activities. All these Sections will be operated under Finance Officer. Audit Section will be operated on joining of Internal Audit Officer.

Proposed Allocation of Duties & Responsibilities of Finance Section and Accounts Section are annexed herewith for reference. Operational procedures/handling of files are briefly outlined below:

(A) **Finance Section** will be operated from Room No.A003 in the Administrative Block.:

- (i) The files/papers submitting for financial approval/concurrence will be dealt by Finance Section and after obtaining approval/concurrence from the authorities, the files/papers will be sent back to the concerned Department/Section/Individuals for further process/activities. The files/papers of Electricity Charges, Telephone Charges, Temporary Advances, Statutory Payments, and other Standing Order Payments, if any will be forwarded by Finance Section to Accounts Section directly for payment process.
  - a. For Temporary Advances, the "Temporary Advance Requisition Form" be used for approval. This form is attached herewith and also available in our website: [https://cutn.ac.in/finance\\_section/](https://cutn.ac.in/finance_section/) under Forms.

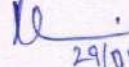
(B) **Accounts Section** will be operated from Room No.A002 in the Administrative Block:

- (i) The Accounts Section will deal all payment process. The "Payment Form" be used (Except for Imprest Recoupment; Settlement of Ty. Advances & Claim/Reimbursement for sundry expenses) to forward the bills/invoices to directly to Accounts Section, through concerned department/section, along with Certified Bills/Invoices, Copy of Warranty/Guarantee if any, Copy of Work Order/Purchase Order, Copy of earlier note approval and other relevant documents. No file is required to be submitted to Accounts Section.



- a. For Settlement/Recoupment of Imprest, the "Imprest Recoupment Form" be used and submitted directly to Accounts Section along with certified bills/invoices and other relevant documents. This form is attached herewith and also available in our website: [https://cutn.ac.in/finance\\_section/](https://cutn.ac.in/finance_section/) under Forms.
  - b. For Settlement of Temporary Advances, the "Settlement of Temporary Advance Form" be used and submitted directly to Accounts Section along with Certified bills/invoices, copy of earlier approval and other relevant documents. This form is attached herewith and also available in our website: [https://cutn.ac.in/finance\\_section/](https://cutn.ac.in/finance_section/) under Forms.
  - c. For Sundry Expenses, if any, the "Claim/Reimbursement Form" be used and submitted directly to Accounts Section along with certified bills/invoices and other relevant documents. This form is attached herewith and also available in our website: [https://cutn.ac.in/finance\\_section/](https://cutn.ac.in/finance_section/) under Forms.
- (ii) After processing and approved by the authorities for payment, the payment will be made through PFMS and an intimation will be sent by Accounts Section to the concerned Dept./Section/Vendor/PIs/Individuals for record purpose.

This circular comes into force with immediate effect till further orders.

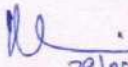
  
29/07/19  
(V PALANI)  
Finance Officer

Encl.: As above

Copy to:

- 1) Vice Chancellor, CUTN
- 2) Registrar, CUTN
- 3) Controller of Examinations, CUTN
- 4) All Deans/HODs/Heads/Coordinators/PIs
- 5) All Faculty Members
- 6) All Non-Teaching Officers/Staff
- 7) Assistant Registrar (Finance)
- 8) Finance Section/ Accounts Section
- 9) File

**वित्त अधिकारी | Finance Officer**  
**तमिलनाडु केन्द्रीय विश्वविद्यालय**  
**Central University of Tamil Nadu**  
**तिरुवारूर-610 005 Thiruvavur-610 005**

  
29/07/19



**Proposed Allocation of Duties and Responsibilities**  
**for Finance Section and Accounts Section**

(On joining of IAO, the duties & responsibilities will be allocated for Audit Section)

**(A) Finance Section**

**Section Officer (Finance)**

- Budgeting ,
- Grant-in-Aid,
- Funds Management,
- Budgetary Control, and
- In-charge for all other activities of Finance Section.

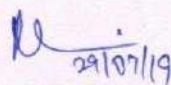
**Fin-I**

- Process for Financial Approval,
- Processing of Electricity bills, Telephone bills, Internet bills, postage bills,
- Processing for New Imprest account approval,
- Processing for Temporary Advance approval,
- MIS Reports to UGC, MHRD, IQAC, Central University Portal, etc.
- Utilization Certificates & Statement of Expenditure to UGC/MHRD.

**Fin-II**

- Term Deposits,
- Pay Bill preparation,
- Non-NET Fellowship preparation,
- Statutory Recoveries and payment such as Income Tax, NPS, Professional Tax and other deductions,
- Quarterly/Annual Returns and issue of IT Form-16,
- Children Education Allowance,
- Leave Travel Concession,
- Medical Reimbursement ,
- Gratuity/Leave Encashment

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## **(B) Accounts Section**

### **Section Officer (Accounts)**

- Preparation of Annual Accounts,
- Internal Audits,
- Statutory/Certification Audit,
- Transaction Audits and
- In-charge for all other activities of Accounts Section.

### **Acct-I**

- Payment process for supply/procurement bills,
- Service bills/ Outsourcing service contract bills,
- TA/DA Bills including Statutory Committees
- Foreign Currency Remittance/ Payments,
- Settlement of Temporary Advances/Recoupment of Imprest Accounts,
- Settlement/payment bills of Seminar / Workshops/ Conferences,
- Claim/Reimbursement of Sundry Expenses,
- GST deductions and filing of returns

### **Acct-II**

- Preparation of payment vouchers, preparation of PFMS Payment Advice,
- preparation of cheques, if required,
- preparation of Receipts,
- Bank Reconciliation Statements,
- Accounting in Tally,
- Weekly Bank balance reports,
- Monthly Reports of Expenditure and Receipts,

### **Acct-III**

- Student related receipts including online receipts,
- Maintenance of student caution deposits,
- Reconciliation of students fee receipts,
- Sponsored Project Accounts,
- Seminar / Workshop / Conference Accounts.

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