# तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

## CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलक्कुड़ी परिसर/Neelakudi Campus, कंगलान्चेरी/Kangalancherry, तिरुवारूर/
Thiruvarur - 610 005


No.CUTN/FO/2019-20/4677 March 2, 2020

**CIRCULAR**

**Sub.: Effective Utilisation of Funds & Closure of Annual Accounts: 2019-20 -reg.**

The financial year 2019-20 is fastly approaching for closure and the Annual Accounts of CUTN are required to be finalized as on 31st March 2020. The Annual Accounts of CUTN are required to be approved by the Financial Committee and Executive Council before submission for Statutory Audit to C&AG, Chennai Office. It is, therefore, necessary that Accounts of CUTN are ready by 30th April 2020. This is possible only with the co-operation of 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 including Library Books are completed or received along with bills/invoices as on now or before 15th March 2020, those bills/invoices may be forwarded to CUTN Accounts Section immediately for further process.

2) Where the Goods & Services/Works including Library Books are being completed or received along with bills/invoices from 16-03-2020 to 31-03-2020 (i.e. last working day of this financial year), those bills/invoices may be forwarded to CUTN Accounts Section immediately, as and when on receipt, for further process.

3) The Status of "Letter of Credit" established by CUTN as on and up to 15th March 2020 may be provided by Purchase Section on or before 20th March 2020.

4) 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 2020. Otherwise the amount of bill/invoice/claims shall get adjusted in the next financial years' budget allocation, resulting lesser funds will be available in 2020-21.

5) Those who have drawn advances prior to 29th February 2020 or prefer personal claims (LTC, CEA, TA, etc.) for the current financial year, shall submit their Settlement of Advances / Claims immediately to CUTN Accounts Section.

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6) Those who are drawing advances from 1st March 2020 to 15th March 2020 shall submit their Settlement of Advances / Claims immediately on completion of the programme/activity or latest by 31st March 2020 to CUTN Accounts Section.

7) All the Imprest Account bills/invoices/claims shall be submitted by 31st March 2020. A Certificate for Bank Balance as at 31st March 2020 along with a copy of Bank Passbook may be submitted to CUTN Accounts Section, latest by 4th April 2020.

8) 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. A "Nil" Report may be sent, if any department doesn't have major equipment.

9) A detailed list of Continuing Contract/Annual Maintenance Contract (AMC) managed/controlled by Purchase Section/ Estate Section/Administration Section/Project Cell or Coordinators may be sent to CUTN Accounts Section, latest by 29th March 2020. A "Nil" Report may be sent, if no contract/AMC is maintained.

10) List of Stock of Stationery and other Consumables as at 31st March 2020 with cost of purchase (i.e. Stock in hand) may be submitted by Stores/Purchases to CUTN Accounts Section latest by 4th April 2020. A "Nil" Report may be sent, if no Stock-in-hand are available.

11) List of Laboratory Consumables / Medicines as at 31st March 2020 with cost of purchase (i.e. Stock in hand) may be submitted by Departments / Health Centre to CUTN Accounts Section latest by 4th April 2020. A "Nil" Report may be sent, if no Stock-in-hand are available.

12) 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 4th April 2020. (Annexure-II & II A)

13) 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 25th March 2020 and be forwarded to CUTN Accounts Section, latest by 31st March 2020.

14) 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 25th March 2020 and be forwarded to CUTN Accounts Section, latest by 31st March 2020.

15) 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



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students / inmates, as per their records, as on 25th March 2020 and be forwarded to CUTN Accounts Section, latest by 31st March 2020.

16) 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 2020 and be forwarded to CUTN Accounts Section, latest by 20th March 2020. Executive Engineer may please note that an Audit Para from C&AG Office is pending for compliance in this connection.

17) Executive Engineer may co-ordinate with CPWD and be obtained the required information regarding Completed Works and Deemed to be Completed Works with reference to CUTN's Letter to CPWD vide No.CUTN/Fin/2019-20/CPWD/4528, dated 12-02-2020 for compliance of C&AG Audit Para.

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.

02/03/2020
Finance Officer

सी. एम. ए. वी. पलनी
CMA V. PALANI
वित्त अधिकारी
Finance Officer
तमिलनाडु केन्द्रीय विश्वविद्यालय
Central University of Tamil Nadu
तिरूवारूर- 610 005 Thiruvarur-610 005

**To**

1) All Deans, CUTN
2) All Heads, CUTN
3) All Coordinators/Principal Investigators of Projects, CUTN
4) Officer-in-charge (Estates), CUTN
5) All Faculty Members, CUTN
6) Chief Wardens, CUTN
7) Medical Officer, Health Centre, CUTN
8) All Officers, CUTN
9) Joint Registrar ( Academic/Establishment), CUTN
10) Executive Engineer, CUTN
11) Officer-in-charge (Purchase)/Assistant Registrar (Purchase), CUTN

**Copy to**

1) Vice Chancellor, CUTN
2) Registrar, CUTN
3) Controller of Examinations, CUTN
4) Librarian, CUTN
5) Assistant Registrar (Finance) i/c, CUTN
6) PS to VC, CUTN
7) PA to Registrar, CUTN
8) PA to Controller of Examinations, CUTN
9) Finance Section / Accounts Section, CUTN
10) File

Annexure-I

# तमिलनाडु केन्द्रीय विश्वविद्यालय
# CENTRAL UNIVERSITY OF TAMIL NADU, TIRUVARUR

## 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 | Rectifi-cation details with date & time | Parts repaired, replaced with date & time | Remarks, Signature |
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**Annexure-II**

# तमिलनाडु केन्द्रीय विश्वविद्यालय
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## FORMAT OF 'CERTIFICATE REGARDING PHYSICAL VERIFICATION OF ALL LABORATORY EQUIPMENT / COMPUTER PERIPHERALS PROCURED OUT OF PROJECT FUNDS AT LABORATORY AS ON 31ST MARCH 2020

Name of the Department:_____ Financial Year:2019-20

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 2020 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

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**Annexure-II A**

## FORMAT OF 'LIST OF LABORATORY EQUIPMENT / COMPUTER & PERIPHERALS PROCURED OUT OF PROJECT FUNDS AS ON 31ST MARCH 2020'

Name of the Principal Investigator: _____

Name of the Project with Code: _____

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