# 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/2021-22/ 6339. February 23, 2022

**CIRCULAR**

**Sub.: Closure of Annual Accounts: 2021-22 -reg.**

The end of this financial year 2021-22 is fastly approaching and the Annual Accounts of CUTN are required to be finalized as of 31st March 2022. 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 shall be ready by 30th April 2022. This will be possible only with the co-operation of all the Departments/Sections and submit their bills/invoices/claims/documents in time. To facilitate for timely compilation of Annual Accounts and to conduct Statutory Audit in time, the following points/steps may be noted and followed:

1) **It may please be noted that under PFMS, especially with Reserve Bank of India (RBI) under Treasury Single Account (TSA), no booking of payables/commitments are possible and all the payments shall be processed & released on or before 31st March 2022 subject to availability of funds. Otherwise, the amount of bill/invoice/claims shall get adjusted in the next financial years' budget allocation, resulting in lesser funds will be available in 2022-23.**

2) **As the Treasury Single Account (TSA) with RBI automatically closes by 31st March 2022, all the unutilised Grant-in-Aid from UGC /MoE will be lapsed to Govt. of India.**

3) **All are requested, therefore, to ensure that the bills/claims be submitted to the Accounts Section in time. It may also be noted that the financial transactions shall be avoided on the last two days (30th and 31st March, 2022) to avoid unexpected returns of payments.**

4) Where the Goods & Services/Works including Library Books are completed or received along with bills/invoices as of now or before 15th March 2022, those bills/invoices with necessary certifications may be forwarded to CUTN Accounts Section immediately for further process.

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5) Where the Goods & Services/Works including Library Books are being completed or received along with bills/invoices from 16-03-2022, those bills/invoices with necessary certifications may be forwarded to CUTN Accounts Section immediately, as and when on receipt, for further process.

6) The Status of "Letter of Credit" established by CUTN as on and up to 15th March 2022 may be provided by Purchase Section on or before 20th March 2022.

7) Those who have drawn advances prior to 28th February 2022 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.

8) Those who are drawing advances from 1st March 2022 to 15th March 2022 shall submit their Settlement of Advances / Claims immediately on completion of the programme/activity or latest by 31st March 2022 to CUTN Accounts Section.

9) All the Imprest Account bills/invoices/claims shall be submitted by 28th March 2022. The balance amount, if any shall be deposited back to CUTN Account. The Imprest Accounts will be reviewed and released in the first week of April 2022 afresh.

10) As prescribed by C&AG, an equipment Logbook, 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.

11) 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 28th March 2022. A "Nil" Report may be sent, if no contract/AMC is maintained.

12) List of Stock of Stationery and other Consumables as at 31st March 2022 with the cost of purchase (i.e. Stock in hand) may be submitted by Stores/Purchases to CUTN Accounts Section latest by 4th April 2022. A "Nil" Report may be sent if no Stock-in-hand are available.

13) List of Laboratory Consumables / Medicines as at 31st March 2022 with cost of purchase (i.e. Stock in hand) may be submitted by the Departments / Health Centre to CUTN Accounts Section latest by 4th April 2022. A "Nil" Report may be sent if no Stock-in-hand is available.

14) A Certificate of Physical Verification of Laboratory Equipment along with a list of items may be submitted in the prescribed format by all the Principal Investigators of Sponsored Projects with intimation to Project Cell, latest by 4th April 2022. (Annexure-II & II A)



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15) Academic Section may submit the "List of Outstanding Fee Receivable from Collaborative Institutes" with names and amounts to be collected, as per their records as of 25th March 2022 and be forwarded to CUTN Accounts Section, latest by 31st March 2022.

16) Academic Section/Departments may submit the "List of Outstanding Tuition / Academic / Semester Fee" with names and amount to be collected from the students as per their records, as on 25th March 2022 and be forwarded to CUTN Accounts Section, latest by 31st March 2022.

17) Chief Warden/Guest House In-charge may submit the "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 25th March 2022 and be forwarded to CUTN Accounts Section, latest by 31st March 2022.

18) Executive Engineer may submit the "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 2022 and be forwarded to CUTN Accounts Section, latest by 20th March 2022. Executive Engineer may please note that an Audit Para from C&AG Office is pending for compliance in this connection.

19) 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/2020-21/CPWD/5637, dated 26-04-2021 for compliance of C&AG Audit Paras.

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

23/02/2022

Finance Officer

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

**To**

1) All Deans, CUTN
2) All Heads, CUTN
3) All Coordinators/Principal Investigators of Projects, CUTN
4) All Faculty Members, CUTN
5) Chief Wardens, CUTN
6) Medical Officer, Health Centre, CUTN
7) All Officers, CUTN
8) Purchase Section, CUTN
9) Estate Section, CUTN
10) Library, CUTN



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**Copy to**

1) Vice Chancellor, CUTN
2) All Statutory Officers
3) Assistant Registrar (Finance), CUTN
4) PS to VC, CUTN
5) All PA/PS to Statutory Officers
6) Finance Section / Accounts Section, CUTN
7) File

23/02/2022

Finance Officer

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# 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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23/02/2022

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

**FORMAT OF 'CERTIFICATE REGARDING PHYSICAL VERIFICATION OF ALL LABORATORY EQUIPMENT / COMPUTER PERIPHERALS PROCURED OUT OF PROJECT FUNDS AT LABORATORY AS ON 31ST MARCH 2022**

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 2022 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 2022'

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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23/04/2022