



UNIVERSITY OF KERALA

No. Audit.I.1.Pay Roll/2009

Thiruvananthapuram

Dated: 15/09/2009

CIRCULAR

Sub: Pay Roll Automation Project– Implementation – reg.

Ref: U.O.No.Fin.III.1.3890/09 dt.14/9/2009.

As per U.O. cited sanction has been accorded by the Vice-Chancellor to implement the Phase I Pay Roll Automation Project to the regular Self Drawing Officers. It has been inter alia ordered there in that all the officers working in the University office shall be grouped into sub offices for administrative convenience and one officer each of that group shall be nominated as the nodal officer of that group. He shall act as a liaison officer to communicate with the DR Audit and the officers of the group. All the members of the group are required to furnish their attendance particulars for the period from 21st of the previous month and to 20th of the current month, the acquittance rolls etc to the nodal officer and he shall forward the same to the DR Audit, Palayam. The salary slip, acquittance and other forms intended to all the officers of the group shall be transmitted to the nodal officer for distribution among other members.

The list of nodal officers is as shown below.

Sl. No.	Group name	Nodal Officer
1	Administrative Unit, Kariavattom	Joint Registrar, Campus Administration, Kariavattom
2	Academic I	Sri.R.Vijayan, DR
3	Academic II	Sri.K.G.Dharmadas, AR
4	Accounts	Smt.Sumam.S, AR
5	Administration I	Smt.Deanna Stephen, DR
6	Administration II	Sri.Sultan Kabeer, AR
7	Administration III	Smt.M.C.Vasanthalathika, AR
8	Audit	Smt.Badarunnisa, AR
9	Colleges of Teacher Education	Section Officer, AC.G Section
10	DOIC, Alappuzha, Kollam, Pandalam & TIC Kuttanad	PA to the Finance Officer
11	Examination I	Sri.Narayana Kaimal, PA to CE
12	Examination II	Sri.Neelakantan Nair, AR
13	Examination III	Smt.Rita.B, AR
14	Examination IV	Smt.Amritu Rajam, AR

15	Examination V	Smt.Deepa, DR
16	Examination VI	Shri.Ajithakumar, AR
17	Examination VII	Kumari P.Sosanna Oommen, AR
18	Examination VIII	Smt.Nirmala, AR
19	Examination IX	Smt.Rajalekshmi, Pool Officer
20	Finance	Smt.Padmini Gopal, AR
21	Planning	Sri.Chandrasekharan.S, DR
22	Study Centre Alappuzha, Kollam	University Librarian
23	All UITs	Section Officer, Ad.A.VII Section

1. The Head of Dept/Office shall be the nodal officer in the case of the respective Departments/Offices other than those specified above. The list of officers coming under the above groups shall be communicated to each of the nodal officer concerned.
2. All the nodal officers including Heads of Depts/Offices are requested to obtain and furnish the attendance particulars of all the officers coming under the group (including that of himself) for the period from 21/8/2009 to 20/9/2009 to the Dy.Registrar, Audit, Office of the Finance Officer, University of Kerala, Palayam so as to reach him on or before 23/9/2009 for the generation of salary bills for the month of September 2009.
3. This will be a standing instruction for subsequent months.
4. All the enquiry in this regard may be made with the following intercom numbers.

DR, Audit	– Extn –	207
AR, Audit	–	295
SO, Audit I / I A	–	260
SO, Finance III	–	231
PA to FO	–	237

Sd/-

FINANCE OFFICER