



UNIVERSITY OF KERALA
FINANCE INSPECTION WING

No.FIW/Misc./I/2014

Thiruvananthapuram,
Dated : 07.03.2014.

CIRCULAR

Sub: Opening and maintenance of P.D.Accounts by the Heads of Departments/
Statutory Officers – instructions issued.

Ref: Letter No. LF/KUA/7/382/13 dt. 13.01.2014 of the Joint Director, Local Fund
Audit.

Instances have been brought to the notice that certain Heads of Departments and
Statutory Officers are maintaining more than one P.D.Accounts on one occasion. The
Local Fund Audit has pointed out this irregularity. Therefore, the following supplementary
instructions are issued for compliance by all concerned.

1. All the Heads of Departments/Offices/Statutory Officers/ Personal Secretaries to
Statutory Officers are hereby directed not to maintain more than one P.D. Accounts
in their Office/Department for the deposit of University fund.
2. The Officers who are now maintaining more than one P.D. Account in their
Department shall close the other accounts immediately and transfer the amounts, to
the main P.D. Account retained.
3. The P.D. Accounts should be opened /maintained in the Official Designation of the
Heads of Department/Office.
4. All the Heads of Departments may maintain separate P.D. Account for the deposit of
Development Fund/ Amenity Fund other than the main P.D. Account.
5. The Heads of Departments who are also officiating as Co-ordinators / Investigators
of Projects shall maintain separate P.D. Account in their name and project for the
deposit of project fund.
6. All the Heads of Departments/Officers/Statutory Officers shall report the compliance
within 14 days from the date of this communication along with the details of P.D.
Accounts /SB accounts etc. maintained by them to the under signed.


P.K.RAJU
FINANCE OFFICER

To

1. All Head of Depts./Offices
2. All Statutory Officers
3. PAs & PSs to Statutory Officers
4. File/Stock