

UNIVERSITY OF KERALA

(Abstract)

Phase I Pay Roll and Pension Automation Package – implemented – orders issued –

FINANCE III SECTION

U.O.No.Fin.III.1.3890/09

Dated,Thiruvananthapuram, 14/9/2009

Read: 1. Circular No.Fin.III.1.3890/09 dt.19/6/2009 and dt.21/8/2009.

ORDER

In pursuance to the recommendation of the IT Monitoring Committee and the Syndicate decision there on sanction has been accorded by the Vice-Chancellor to implement the Phase I salary and pension automation project in the University as contained in the subsequent paragraphs.

PAY ROLL AUTOMATION OF SELF DRAWING OFFICERS

1. The salary of all regular self drawing officers in the University service for the month of September 2009 (payable on 01/10/2009) onwards shall stand credited to their bank account with SBT KUOC branch, SBT Kariavattom branch or other selected branches of SBT as opted by them. They need not present salary bills for the salary and allied claims due from 1/9/2009. The salary claims of officers other than regular employees ie., those on deputation, those working in sponsored and other schemes/projects, Research Scientist etc shall be preferred as at present. The concerned Audit branches shall receive the salary bills, arrear claims etc and honour the same in accordance with the guidelines so far as in force and as amended from time to time.
2. All the salary claims including arrear claims pertaining to the period up to 31/8/2009 in respect of the regular Self drawing officers coming under this package shall be preferred by the concerned Audit Sections and all the claims from 01/09/2009 shall be honoured through the automation package. The Audit branches should not prefer any claims for the period from 01/09/2009.
3. All the officers working in University Sections and offices other than those in the Departments, DOICS, Centres, UITs, Teacher Education Colleges etc shall be grouped into sub-offices for administrative convenience and one officer of the group shall be nominated as the nodal officer of that group. He shall be responsible for furnishing consolidated attendance particulars, collection of acquittance rolls, distribution of salary slips etc in respect of all the members of that group including that of himself.
4. Attendance statements with details of all leave availed of (a 'nil' statement in the case of those who do not avail of leave) for the period from 21st of the previous month to the 20th of the respective month in respect of all the employees is mandatory for the generation of their salary bill. All the officers are directed to furnish the duly filled up proforma with details of leave availed of and hand over the same to the nodal officer of that group on 20th of the current month for onward transmission to the Dy.Registrar, Audit, Palayam. The attendance particulars and acquittances for the previous month should reach him on or before 23rd of the respective month.
5. The salary bills of those who do not furnish the attendance particulars in time will not be generated. The salary bills in the case of belated submission of attendance particulars shall be generated as supplementary bill by 15th of the succeeding month. Submission of fake particulars of attendance shall attract severe disciplinary action.

6. All the deductions and recoveries at the prevailing rates shall be effected from the salary bills until further orders. Officers who intend to change the rate and/or add new deduction etc shall place request in writing to that effect before the Dy.Registrar Audit, Palayam.
7. All the Self Drawing Officers shall be assigned with an employee I.D.No. and their present UPF Account Number shall be treated as their ID No. until further orders. The I.D.No. should be quoted in all correspondences with Deputy Registrar, Audit.
8. The pay and allowance claims in respect of all establishment and other staff who have not been brought under this package shall be preferred as at present until further orders.
9. The payment of higher rate of HRA and CCA to the officers working in Kariavattom Campus is subject to the formal concurrence of the Govt. and the excess paid shall be recovered if the Govt. order accordingly.
10. The list of nodal officers, proforma for attendance particulars etc shall be circulated separately. All the Self Drawing Officers are directed to furnish their attendance particulars for the period from 21/8/2009 to 20/9/2009 to the nodal officer and he shall transmit the same to the Dy.Registrar, Audit, office of the Finance Officer, University of Kerala, Thiruvananthapuram so as to reach him before 23/9/2009 enabling him to generate salary bill for the month of September 2009. This will be a standing order for subsequent months also.
11. A new website with the address www.kufinance.info has been launched for the benefit of the University employees. The salary particulars, personal data etc in respect of individual employees can be verified from the site using their employee I.D.No.
12. Subject to the over all supervision and control of the Finance Officer, the Dy.Registrar, Audit shall be the custodian of all the above softwares. He shall be responsible for the setting up of the software and maintenance.
13. The Assistant Registrar, Audit is authorized to sign the bills, reports etc generated through the software.

PAYMENT OF PENSION

The pension due for October 2009 (payable on 1/10/2009) onwards in the case of those who have opted shall be credited to their Bank Account. In the case of others, the existing system will continue.

Orders are issued accordingly.

By order of the Vice-Chancellor

Sd/-
K.MOHANADAS
FINANCE OFFICER (I/C)

To

1. All Employees in the University
2. PS to VC/PVC
3. PA to Registrar/CE/FO/DP & D
4. The Govt. Auditor
5. File/Stock File/Spare