

UNIVERSITY OF KERALA

(Finance Inspection Wing)

No. FIW/13732/13

Thiruvananthapuram, dated. 30-11-2013

CIRCULAR

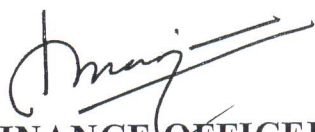
Sub :- Regularization of provisional advance – Issue of acknowledgement for the receipt of documents – Guidelines issued.

Ref :- Minutes of the meeting of the Statutory Officers held on 17-07-2013.

In the meeting of Statutory Officers held on 17-07-2013 to discuss the various issues relating pending Provisional Advances it has been inter alia decided to issue formal acknowledgement for the receipt of documents submitted by officers for the regularization of provisional advances drawn by them. In this connection the following instructions are issued for compliance by all concerned.

1. The Officers who draw provisional advances are required to regularize the advances within 3 months from the date of drawal unless otherwise specified.
2. They shall submit Contingent Bill for regularization of the advance along with detailed expenditure statement, sub vouchers, copies of University orders sanctioning the provisional advances, original pay-in-slip in the case of refund of unspent balances etc.
3. Non-admissibility of any particular expenditure, details of defects and omissions etc shall be intimated to the officer concerned while returning the defective Contingent Bill and attachments. The officers concerned shall re-submit the regularization bill and attachments with necessary corrections/after rectifying the defects/omissions.
4. The files dealing with invitation of tenders tabulation statement, duplicate/triplicate of invoices and bills, spare copies of orders and such unnecessary items need not be attached with the Contingent Bill but are to be kept in the office for audit purpose. However the officers are required to certify in the contingent bill to the effect that the provisions of Store Purchase Manual have been observed in the case of purchases/availing of services including invitation of quotations/tenders as the case may be.

5. The officers shall submit the Bills and vouchers to the concerned Branch and obtain an acknowledgement of receipt from the officer (not less than the rank of "Section Officer") who receives the documents in the format appended.
6. The Officers authorized to issue the acknowledgement shall issue the original of Acknowledgement of receipt in favour of the officer who submits the documents and the duplicate of the same shall be kept for office use.
7. The bills and vouchers so submitted are subject to verification by Audit, clearing of objections if any, issuance of orders of regularization of advance etc and therefore, the acknowledgement should not be construed to have regularized the advances drawn.
8. The acknowledgement of receipt is not valid if it does not contain Signature, Name & Designation and Office seal of the issuing authority of concerned branch.
9. All the Heads of Branch, Department, Officers and Sub officers shall bring the contents of this Circular to the notice of all concerned.


FINANCE OFFICER

To

1. All Heads of Branches.
2. All Heads of Departments/Offices/Sub-offices.
3. PSs to VC/PVC
4. PAs to Registrar/CE/FO/DP&D
5. Joint Registrar, Campus Administration, Kariavattom
6. The Government Auditor (with C/L)
7. All Audit Section in HQ/Kariavattom/Ad.F II Section
8. File/Stock File/Spare