

UNIVERSITY OF KERALA

No.FOS/1/2014

Thiruvananthapuram

27-03-2014

CIRCULAR

Sub: Disbursal of remuneration to contract employees through their Bank a/c – Instructions issued – reg.

The following instructions are issued:

- (a) The payment of remuneration to contract employees working in the teaching and non-teaching Departments / Centres / UITs / UIMs / KUTECs etc under the University of Kerala stand computerised from the bill for the month of March 2014 (payable in April 2014) and the eligible amount will be credited to the bank accounts of such employees directly from the Finance section.
- (b) All the Heads of Departments / Offices / Centres are required to furnish the countersigned attendance statement, in respect of the employees for whom the claim are preferred in the proforma appended so as to reach the Finance / Audit section on or before 3rd working day of the succeeding month.
- (c) In the case of centres / UITs / UIMs / TECs, the attendance statement is to be countersigned by the Deputy Registrar of the concerned branch.
- (d) To facilitate verification of the attendance for the Deputy Registrar concerned, Xerox / attendance register may also be furnished to the Deputy Registrar concerned. In that case such copies / abstract of attendance shall be retained by the Deputy Registrar concerned.
- (e) Claims relating to earlier periods / arrears if any shall claimed as per the existing practice.

A specimen format for submitting attendance particulars can be downloaded from the website www.kufinance.info.



P.K.RAJU
FINANCE OFFICER

To

1. All Heads of Departments / Offices
2. Joint Registrar (Administration)
3. Joint Registrar (Campus Admin.)
4. Deputy Registrars, Admin I,II,III
5. Deputy Registrar (Academic)
6. Audit VI / Audit V Section
7. File copy