

KERALA UNIVERSITY OF HEALTH SCIENCES
THRISSUR-680 596

No: 1078/Exam Fin/KUHS/2015

Date: 30.01.2015

CIRCULAR

Sub: KUHS - Settlement of advance paid to affiliated institutions to meet various examination expenditure - reg

It has come to the notice of the university that some colleges do not forward the bills/vouchers immediately after the completion of examination, for the settlement of advance received or expenditure incurred.

As per the existing orders/instructions of the university, bills and vouchers to settle the advance paid to meet the expenditure incurred for the conduct of examinations should be forwarded to Finance Officer within 5 days after the completion of examination. The consolidated statement of expenditure, the Acquittance of Remuneration bills, original contingency bills and TA bills of external examiners and observers duly signed by the chairman and Principal should be forwarded to the Finance Officer of KUHS immediately after the completion of examination. But some Colleges/Departments do not send the settlement bills and TA bills of external examiners even after several reminders.

Under the above circumstances it is reiterated that the claims for settlement of advance or expenditure are to be submitted immediately after the completion of examination and those claims received 30 days after the date of completion of examination will not be considered for settlement and the advance paid if any will be recovered without any notice. It may further be noted that no advance will be paid to an institution/department where a previous advance is pending for settlement without submitting bills/vouchers.

Also there will be no advance for supplementary examination (except for PG practical_supplementary examinations in which theory paper valuation is conducted along with practical examination, at the Centre) and the recovery, if any, from the advance paid to regular examination will be effected from the settlement of supplementary examination expenditure without any prior notice.

Following omissions/mistakes are generally noticed in the submission of settlement bills. Hence all institutions are directed to submit settlement bills strictly following the under mentioned guidelines.

- **The settlement bills should not be sent along with the answer scripts/books and should be sent to the Finance Officer Separately with a covering letter and check list.**
- **EVERY ENTRY MADE IN THE ACQUITTANCE OF REMUNERATION SHOULD BE SIGNED BY THE CONCERNED PERSON EVEN IF HE/SHE HAS NOT ACTUALLY RECEIVED THE**

PAYMENT FROM THE EXAMINATION CENTRE. ENTRIES, IF NOT SIGNED, WILL NOT BE CONSIDERED FOR PAYMENT FROM THE UNIVERSITY. Remarks like 'paid by me, paid, not paid' should not be made in the acquittance roll. Corrections, if any, should be signed by the principal/Chairman. Whitener should not be used. Fascimile of signature will not be accepted. **Only the prescribed proforma of consolidated statement and Acquittance of Remuneration must be used while submitting the settlement bills.** The proforma is available in the university website www.kuhs.ac.in.....>Instructions-circular-proformas....>Revised format of bills and statements for the conduct of examination.

- If minimum TA is paid to the examiner from the college (Rs.250/- , only if the distance travelled by the examiner is 50 kms or less), signed TA bill of the examiner should be attached to settlement bills.
- Cash bills towards contingent expenditure should bear the name of shop/firm from which the stationery have been purchased with date of purchase. Estimate in lieu of cash bills will not be accepted. Photocopy of Postal bills will not be admitted. Receipts which are smaller in size like postal receipts may be pasted in an A4 size paper in order to avoid misplacing/losing while handling.
- Unspent amount of the advance received as per the consolidated statement attached to settlement bills, should be forwarded to the Finance Officer through DD along with settlement bills and vouchers, without waiting for intimation from the university.
- Hence forth every payment from the university will be made only through RTGS. So the Bank Account Number and IFS Code of all colleges should be written on top of the consolidated statement. If there is any change in the account number it should be informed to the Exam Finance Section immediately. Also, it is desirable to write the contact telephone number on top of the consolidated statement of expenditure.

sd/-
REGISTRAR

To

The Principals/Heads of Institution (For strict compliance)

Section Officers

IA/AR

IT Dept. (To publish in the website)

} Exam Finance I, II & III

} For information & necessary action

Copy:

PA to

VC/PVC/Registrar/CE/FO

SF/OC

Forwarded by order



Section Officer.