



KERALA UNIVERSITY OF HEALTH SCIENCES

Exam Finance Branch

114/2018/C5/Fin-Exam/KUHS

Thrissur , Dated: 22.02.2018

CIRCULAR

Sub: Exam Finance-Guidelines for the submission of bills to University –Advance, settlement & TA - for the conduct of University examinations-reg.

Ref: 1) Circular No.3306/EFIIIA/KUHS/2015 Dated: 03.12.2015

2) Circular No.1078/Exam Fin/KUHS/2015 Dated: 30.01.2015

Vide Circulars mentioned above , guidelines, regarding the submission of settlement bills and payment of remuneration to staff engaged in the conduct of University examinations, were informed to all the institutions affiliated with KUHS, but it has come to the notice of the University that some institutions still do not adhere to the instructions.

In the above circumstances, the following mistakes/omissions, generally noticed in Exam Finance during the submission of bills (advance, settlement & TA) to University and payment of remuneration to staff engaged in University examinations, are brought to your notice and for strict compliance of the instructions mentioned below.

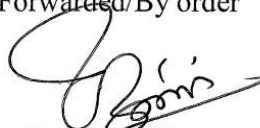
1. Advances sanctioned for the conduct of University examinations should be settled within 3 months as per the KFC rules and existing Government orders. Hence settlement bills should be forwarded to University within 7 days after the completion of examinations. If advances not settled in stipulated time, interest as per the rules, shall be levied from the concerned institution.
2. An Acquittance Register, similar to the format of acquittance roll submitted to University, should be maintained by the Principal in all the colleges. This register should be produced at University as when asked for inspection. **Complaints regarding non disbursement of remuneration to staff for the conduct of University examinations will be viewed very seriously.**
3. Contingency bills one month before the commencement of examination and one week after the completion of examination will only be accepted. Original cash bills bearing bill no. name of the shop & date of purchase shall only be accepted.
4. It is observed that some colleges do not forward the original copy of the request for advance & estimate to University. This practice will not be entertained in future. University shall not be responsible for the non-disbursement of advance in such cases.
5. Some colleges do not use the prescribed formats and some others use their own formats for the settlement of expenditure which will not be accepted henceforth. Use only the prescribed formats available in the University website. The formats can be downloaded from University website. (www.kuhs.ac.in...> Examinations...> Instructions/circular/proformas...> Revised format of bills and vouchers for the conduct of examination.).

6. Receipts which are smaller in size like postal receipts may be pasted on another sheet of paper in order to avoid misplacing/losing while handling.
7. Copy of the appointment order of external examiners & observers must be attached to their TA bill. TA bills must be filled completely and the date & time of journey should clearly be mentioned. No. of days of halt, if availed, should be written on the TA bill and the bill must be counter signed either by the chairperson or by the Principal.
8. Advance and settlement funds for the conduct of University examinations will be credited to the bank account of the Principal only. Principal shall be responsible for the handling of the funds. If any change in the bank account number occurs, it shall be intimated to the Finance Officer, KUHS with a covering letter and a copy of the bank pass book.
9. A rectangular rubber stamp (length 1.5 inches & breadth 1 inch) bearing the CIN number of the college shall be affixed on each and every page of the bills sent to University so that the pages can be identified easily if dislocated from the bundle.

(Sd/-)
RAJESH K.P.
 Finance Officer

To The Principals	}	Of all affiliated institutions For information and strict compliance
Deputy Registrar (Finance & Exam Finance) Deputy Registrar (Examination) Assistant Registrar (Examination) Section Officers (Exam Finance A, B & C sections)	}	For information and necessary action
System Manager	}	For publishing in website
Copy to: PA to VC/PVC/Registrar/CE	}	For information

Forwarded/By order


 Section Officer