

# ORISSA UNIVERSITIES ACCOUNTS MANNUAL 1987

*Consisting of*

Part-I  
The Orissa Universities Accounts Rules, 1987

*and*

Part-II  
The Orissa Universities Accounts Procedure, 1987

# CONTENTS

## PART-I

## RULES

CHAPTER	TITLE	SUB TITLE	RULES & SUB RULES
<b>I</b>	<b>GENERAL</b>		
		Short Title and Extent	<a href="#"><u>1(i)</u></a>
			<a href="#"><u>(ii)</u></a>
		Definitions	<a href="#"><u>2</u></a>
		Act.	<a href="#"><u>(i)</u></a>
		Statute	<a href="#"><u>(ii)</u></a>
		Senate, Syndicate, Academic Council, Vice-Chancellor, Registrar, Finance Committee, Finance Officer, College	<a href="#"><u>(iii)</u></a>
		Government	<a href="#"><u>(iv)</u></a>
		Gazette	<a href="#"><u>(v)</u></a>
		Administrative Approval	<a href="#"><u>(vi)</u></a>
		Appropriation	<a href="#"><u>(vii)</u></a>
		Primary Unit of Appropriation	<a href="#"><u>(viii)</u></a>
		Secondary Unit of Appropriation	<a href="#"><u>(ix)</u></a>
		Re-appropriation	<a href="#"><u>(x)</u></a>
		Advance	<a href="#"><u>(xi)</u></a>
		Asset	<a href="#"><u>(xii)</u></a>
		Liability	<a href="#"><u>(xiii)</u></a>
		Annual Financial Estimates or Budget	<a href="#"><u>(xiv)</u></a>
		Bank	<a href="#"><u>(xv)</u></a>
		Bill	<a href="#"><u>(xvi)</u></a>
		Book Transfer	<a href="#"><u>(xvii)</u></a>
		Cash	<a href="#"><u>(xviii)</u></a>
		Contract	<a href="#"><u>(xix)</u></a>
		Disbursing Officer	<a href="#"><u>(xx)</u></a>
		Employees	<a href="#"><u>(xxi)</u></a>
		Receipt	<a href="#"><u>(xxii)</u></a>
		Expenditure	<a href="#"><u>(xxiii)</u></a>
		Financial Year	<a href="#"><u>(xxiv)</u></a>
		Form	<a href="#"><u>(xxv)</u></a>
		Grant-in-aid	<a href="#"><u>(xxvi)</u></a>
		Major Head	<a href="#"><u>(xxvii)</u></a>
		Plan Receipt/Payment	<a href="#"><u>(xxviii)</u></a>
		Non-plan Receipt / Payment	<a href="#"><u>(xxix)</u></a>
		Pay Order	<a href="#"><u>(xxx)</u></a>
		Statement of Accounts	<a href="#"><u>(xxxi)</u></a>
		University Account	<a href="#"><u>(xxxii)</u></a>
		Voucher	<a href="#"><u>(xxxiii)</u></a>
<b>II</b>	<b>FINANCIAL ESTIMATES</b>		
		Statutory Provisions	<a href="#"><u>3</u></a>
		Classification	<a href="#"><u>4.1</u></a>
			<a href="#"><u>4.2</u></a>
		Contents of Budget	<a href="#"><u>5</u></a>
		Formulation of proposals for Budget Estimates and preparation of detailed Estimates.	<a href="#"><u>6</u></a>
		Preparation of Revised Budget Estimates.	<a href="#"><u>7</u></a>
		Regularisation of marginal Excess Expenditure	<a href="#"><u>8</u></a>
<b>III</b>	<b>UNIVERSITY ACCOUNTS</b>	Statutory Provisions	<a href="#"><u>9</u></a>

		General Fund	<a href="#">10</a>
		Any other Fund	<a href="#">11</a>
		Receipt of Funds	<a href="#">12</a>
		Receipts by way of Transfer Credit	<a href="#">(i)</a>
		Receipts through the Bank	<a href="#">(ii)</a>
		Receipts at the University Counter	<a href="#">(iii)</a>
		Utilization of Funds	<a href="#">13</a>
		Direct Expenditure	<a href="#">(i)</a>
		Expenditure by way of Advances	<a href="#">(ii)</a>
		Payments	<a href="#">14</a>
		Responsibility of University Employees	<a href="#">15</a>
		Cash Book	<a href="#">16</a>
		Weekly verification	<a href="#">17</a>
		Ledgers	<a href="#">18</a>
		Investment Accounts	<a href="#">19</a>
		Annual Statement of Accounts	<a href="#">20</a>
		Audit	<a href="#">21.1</a>
		Orissa Local Fund Audit	<a href="#">21.2</a>
<b>IV</b>	<b>PAY AND ALLOWANCES</b>	Finance Officer	<a href="#">22</a>
		Variation in Pay etc.	<a href="#">23</a>
		Acquittance Roll	<a href="#">24</a>
		Deductions	<a href="#">25</a>
		Payment Period	<a href="#">26</a>
		Mode of Payment	<a href="#">27</a>
		Days of Payment	<a href="#">28</a>
		Dues of deceased employees	<a href="#">29</a>
		Last Payment	<a href="#">30</a>
		Payment to legal claimant	<a href="#">31</a>
		No double payment	<a href="#">32</a>
		Increment	<a href="#">33</a>
		Honorarium for extra work	<a href="#">34</a>
<b>V</b>	<b>EXAMINATION FEES AND EXPENDITURE</b> (Vide Section 10(4) (b) and (f) of the Act. And Statutes 192-206 of the Statutes)	Fees Collegiate Candidates	<a href="#">35</a>
		Fees : Non Collegiate candidates	<a href="#">36</a>
		Diploma or Certificate marks and migration	<a href="#">37</a>
		Examination Expenditure	<a href="#">38</a>
		Stationery and Printing	<a href="#">39</a>
		Authorisation to Forward to the Finance Section	<a href="#">40</a>
		Miscellaneous and Contingent Expenses.	<a href="#">41</a>
<b>VI</b>	<b>LIBRARY</b> (Vide Section 15(3) (f) of the Act.)	Central Library	<a href="#">42</a>
		Library Committees	<a href="#">43.1</a>
		Competent to allocation	<a href="#">43.2</a>
		Sources of funds	<a href="#">44</a>
		UGC Grants	<a href="#">(i)</a>
		Block Grants	<a href="#">(ii)</a>
		Acquisition of Books	<a href="#">45</a>
		Powers of Syndicate	<a href="#">46</a>
<b>VII</b>	<b>STORE</b>	Scope	<a href="#">47</a>
		Responsibility of Officers and Staff	<a href="#">48</a>
		Purchases	<a href="#">49</a>
		Subject of Availability	<a href="#">(i)</a>
		Most Economical Manner	<a href="#">(ii)</a>
		Important Consideration	<a href="#">(iii)</a>
		Not to Purchase Stores	<a href="#">(iv)</a>
		Purchase Orders	<a href="#">(v)</a>

		Powers of Syndicate	<a href="#">50</a>
		Competency	<a href="#">(i)</a>
		Power to Constitute	<a href="#">(ii)</a>
		Accounts of Stores	<a href="#">51</a>
		Dead Stock	<a href="#">(i)</a>
		Other Stores and Consumables	<a href="#">(ii)</a>
		Inventory	<a href="#">(iii)</a>
		Stores Verification	<a href="#">52</a>
		Officers/Staff	<a href="#">(i)</a>
		Physical Dead Stock	<a href="#">(ii)</a>
		Discrepancies / Shortages	<a href="#">(iii)</a>
		Hire and other Charges	<a href="#">(iv)</a>
		Museums/workshops and Loaboratory	<a href="#">(v)</a>
		List of Inventories	<a href="#">(vi)</a>
		Loss of Stores	<a href="#">(vii)</a>
<b>VIII</b>	<b>WORKS</b>	Types of Works	<a href="#">53</a>
		Capital Works	<a href="#">(i)</a>
		Repair and Maintenance works	<a href="#">(ii)</a>
		Power of Syndicate	
		Financial and Administrative Powers	<a href="#">54.1</a>
		Lay Down the procedure	<a href="#">54.2</a>
		Estimates	<a href="#">55</a>
		Sanctions	<a href="#">56</a>
		Technical sanction	<a href="#">(i)</a>
		Administrative approval	<a href="#">(ii)</a>
		Funds	<a href="#">57</a>
		Technical Officers and Personnel	<a href="#">58</a>
		State/Central Govt. Deptt.	<a href="#">(i)</a>
		Technical Personnel from State	<a href="#">(ii)</a>
		Technical Personnel employed	<a href="#">(iii)</a>
		Execution of works	<a href="#">59</a>
		Deposit works	<a href="#">(i)</a>
		Works executed directly	<a href="#">(ii)</a>
		Works executed through contractors	<a href="#">(iii)</a>
		Disputes	<a href="#">60</a>
<b>IX</b>	<b>VEHICLES</b>	Administrative Control of vehicles	<a href="#">61</a>
		Powers of the Syndicate	<a href="#">62</a>
		Repairs and Maintenance of vehicles	<a href="#">63</a>
<b>X</b>	<b>TRAVELING ALLOWANCE</b> (Vide Statute 75(6) of the Statutes)	Coverage	<a href="#">64</a>
		Travelling Allowance, Daily Allowance etc. for employees	<a href="#">65</a>
		Undertake Journey on Duty	<a href="#">(i)</a>
		Reimbursement of Conveyance Expenses	<a href="#">(ii)</a>
		Reimbursement of Accommodation Expenses	<a href="#">(iii)</a>
		Travelling Allowance for officers/Teachers, other employees of Universities/Institutions outside the State.	<a href="#">66(i)</a>
		Fixed Travelling Allowance	<a href="#">66(ii)</a>
		Travelling Allowance for Non Officials	<a href="#">67</a>
		Travelling Allowance for the Experts attending Selection Committee Meetings.	<a href="#">68</a>

**PART-II****PROCEDURE**

CHAPTER	TITLE	SUB TITLE	RULES & SUB RULES
I	<b>GENERAL</b>	Short Title and Extent.	<a href="#">1</a>
II	<b>FINANCIAL ESTIMATES</b> (Vide Chapter-II of the Rules)	Classification	<a href="#">2</a>
		Formulation of proposals for Budget Estimates and preparation of detailed Estimates	<a href="#">3</a>
		Scrutiny of Estimates	<a href="#">4</a>
		Modifications of Estimates	<a href="#">5</a>
		Preliminary Compilation of the Budget	<a href="#">6(i)</a>
		On the basis of Estimate	<a href="#">6(ii)</a>
		Final preparation of Budget Estimates for presentation to the Finance Committee	<a href="#">7</a>
		Excess, Surrenders and Reappropriation	<a href="#">8</a>
		Preparation of Revised Budget Estimates	<a href="#">9</a>
		Appendix-I	<a href="#">App-I</a>
III	<b>MAINTENANCE OF UNIVERSITY ACCOUNTS</b> (Vide Chapter-II of the Rules)	Separate Accounts for different modes of Receipts.	<a href="#">10</a>
		Transfer credits and Grant-in-aid.	<a href="#">11(i)</a>
		Receipts through Banks	<a href="#">11(ii)</a>
		Receipts at the Cash Counter	<a href="#">11(iii)a</a>
		Receipts by way of cheques or Drafts	<a href="#">11(iii)b</a>
		All Receipts to be Credited to University Accounts	<a href="#">12</a>
		Security Deposits	<a href="#">13</a>
		Receipts, Donations and Endowments	<a href="#">14(i)</a>
		Investment of Donations received	<a href="#">14(ii)</a>
		Interest realized on the Endowments	<a href="#">14(iii)</a>
		Payments	<a href="#">15(i)</a>
		Estimate of Cash by Section Officer	<a href="#">15(ii)</a>
		Cheque crossed on payment	<a href="#">15(iii)</a>
		Maintenance of Bank Balance Register	<a href="#">15(iv)</a>
		Maintenance of Daily Payment Register	<a href="#">15(v)</a>
		Closing of Daily Payment Register	<a href="#">15(vi)</a>
		Verification of Daily Payment Register	<a href="#">15(vii)</a>
		Numbering of Vouchers	<a href="#">15(viii)</a>
		Maintenance of Guard File	<a href="#">15(ix)</a>
		Cancellation of Voucher after payment is made.	<a href="#">15(x)</a>
		Preservation of Voucher	<a href="#">15(xi)</a>
		Bearing of Pay Order on Voucher	<a href="#">15(xii)</a>
		Stamping on Voucher after Payment made	<a href="#">15(xiii)</a>
		Maintenance of Cash Book	<a href="#">16</a>
		Other Registers	<a href="#">17</a>
		Register of Receipt Books	<a href="#">17(i)</a>
		Daily Collection Register	<a href="#">17(ii)</a>
		Register for Pay-in-slips	<a href="#">17(iii)</a>
		Register of Advances for Festivals / Purchase of Bicycle / Motor Car etc.	<a href="#">17(iv)</a>
		Register of Advance deposits with PWD/PHD etc.	<a href="#">17(v)</a>
		Register of Misc. Advances	<a href="#">17(vi)</a>
		Imprests	<a href="#">18</a>
		Temporary advances to Employees	<a href="#">19</a>
		Reconciliation of Cash Balance and Bank	<a href="#">20(i)</a>

		Balance	
		Statement of Differences	<a href="#">20(ii)</a>
		Maintenance of Ledgers	<a href="#">21</a>
		Receipts and Payment Account	<a href="#">22</a>
		Statement of Annual Receipts and Payments	<a href="#">23</a>
		Statement of Assets and Liabilities	<a href="#">24</a>
		Audit	<a href="#">25</a>
		Funds for Expenditure on Audit	<a href="#">25(i)</a>
		Expenditure in accordance to	<a href="#">25(ii)</a>
		Payment to proper person	<a href="#">25(iii)</a>
		Correct classification of charge debitale	<a href="#">25(iv)</a>
		Audit of Receipts	<a href="#">25(v)</a>
		Audit of Stores and Stocks	<a href="#">25(vi)</a>
		Periodical counting of articles	<a href="#">25(vii)</a>
		Principle for conform the expenditure	<a href="#">25(viii)</a>
		Functions of Internal Audit	<a href="#">26(i)</a>
		Enforcing economy in the expenditure of public money	<a href="#">26(ii)</a>
		Assistance to the Internal Auditor	<a href="#">26(iii)</a>
		Act. as a External Auditor by Internal Auditor	<a href="#">26(iv)</a>
		Suggestion of Changes and Improvement by Internal Auditor	<a href="#">26(v)</a>
		Appendix-I	<a href="#">App-I</a>
		Appendix-II	<a href="#">App-II</a>
		Appendix-III	<a href="#">App-III</a>
<b>IV</b>	<b>PAYMENT OF SALARY AND ALLOWANCES</b> (Vide Chapter-IV of the Rules)	Payment of Salary and allowances	<a href="#">27</a>
		Bill Register	<a href="#">28</a>
		Payment Procedure	<a href="#">28.1</a>
		Specimen Signature of Every Officer, Teachers and other employees	<a href="#">29.2</a>
		Deduction	<a href="#">30</a>
<b>V</b>	<b>EXAMINATION FEES AND EXPENDITURE</b> (Vide Chapter-V of the Rules)	Collection of Examination Fee	<a href="#">32</a>
		All dues to be paid before examination	<a href="#">33(i)</a>
		Claims by a candidate	<a href="#">33(ii)</a>
		Degree-in-Absentia	<a href="#">34</a>
		Register of provisional Certificates/ Marksheets	<a href="#">35(i)</a>
		Issue of Provisional Certificates / Mark Sheets	<a href="#">35(ii)</a>
		Control and Check Register	<a href="#">36</a>
		T.A. Claims	<a href="#">37</a>
		Expenditure on Secret Work	<a href="#">38(i)</a>
		Keeping of such Secret Account	<a href="#">38(ii)</a>
		Other Payments	<a href="#">39</a>
		Estimate of Centre Expenses	<a href="#">40(1)</a>
		Disbursed of Amount	<a href="#">40(2)</a>
		Checking of Final Expenses	<a href="#">40(3)</a>
		Remuneration for setting papers and for valuation of scripts	<a href="#">40(4)</a>
		Paper Setters	<a href="#">40(4)(i)</a>
		Evaluation of answer scripts	<a href="#">40(4)(ii)</a>
		Contingent Expenditure	<a href="#">40(4)(iii)</a>
		Tabulators Checking etc.	<a href="#">40(4)(iv)</a>
<b>VI</b>	<b>CENTRAL LIBRARY</b> (Vide Chapter-VI of the Rules)	Library Committee	<a href="#">41.1</a>
		Delegation of Financial Powers	<a href="#">41.2(i)</a>
		Purchase order between 5000-25000	<a href="#">41.2(ii)</a>

		Purchase order exceeding 25000	<a href="#">41.2(iii)</a>
		Placement of Order	<a href="#">41.3</a>
		Receipt of Books	<a href="#">42</a>
		Records and Registers	<a href="#">43</a>
		Accession Register	<a href="#">44(i)</a>
		Self List	<a href="#">44(ii)</a>
		Unsolicited Gifts	<a href="#">44(iii)</a>
		Withdrawal Register	<a href="#">44(iv)</a>
		Overdue Register	<a href="#">44(v)</a>
		Overdue, Fines etc.	<a href="#">44(vi)</a>
		Stock taking	<a href="#">45</a>
		Books / Reading Materials	<a href="#">45(i)</a>
		Stock Verification	<a href="#">45(ii)</a>
		Detailed Physical Verification	<a href="#">45(iii)</a>
		Furniture, Equipments and other materials	<a href="#">45(iv)</a>
		Clearance of Dues	<a href="#">46</a>
		Losses, damage, write off of losses	<a href="#">47(i)</a>
		Losses between 500 – 5000	<a href="#">47(ii)</a>
		Losses between 5000-25000	<a href="#">47(iii)</a>
		Losses exceed 25000	<a href="#">47(iv)</a>
<b>VII</b>	<b>STOCK AND STORE</b> (Vide Chapter-VII of the Rules)	Indents for Stores	<a href="#">48.1</a>
		Indents based on past requirement	<a href="#">48.1(i)</a>
		The Officer-in-Charge of Store	<a href="#">48.1(ii)</a>
		Requisitions for Stores	<a href="#">48.2</a>
		Direct Purchase	<a href="#">49(i)</a>
		Limit Quotations	<a href="#">49(ii)</a>
		Open Tenders	<a href="#">49(iii)</a>
		Procedure for inviting Quotations and Tenders	<a href="#">50(i)</a>
		Terms & Condition	<a href="#">50(ii)</a>
		Time period	<a href="#">50(iii)</a>
		Opening of Tenders/Quotations	<a href="#">50(iv)</a>
		Comparative Statement	<a href="#">50(v)</a>
		Criteria for Selection	<a href="#">51</a>
		Rate of Contracts & Inspections	<a href="#">52(i)</a>
		Purchase Materials for Laboratories	<a href="#">52(ii)</a>
		Manufactured in India	<a href="#">52(iii)</a>
		Foreign Indents	<a href="#">53</a>
		Purchase Committee not exceeding 5000	<a href="#">54.1</a>
		Purchase Committee between 5000-25000	<a href="#">54.2</a>
		University Purchase Committee	<a href="#">54.2(i)</a>
		Departmental Purchase Committee	<a href="#">54.2(ii)</a>
		Officer-in-Charge of Stores/Head P.G. Department.	<a href="#">54.3</a>
		Single Tender exceeding 5000	<a href="#">54.4</a>
		Recording of Stores and Stock	<a href="#">55</a>
		Payment	<a href="#">56</a>
		Verification of Stock & Stores	<a href="#">57(i)</a>
		Physical Verification	<a href="#">57(ii)</a>
		Role of Officer-in-Charge in verification	<a href="#">57(iii)</a>
		Write off of losses etc.	<a href="#">58.1</a>
		Declaring Stores as unserviceable	<a href="#">58.2</a>
		Power of Officer-in-Charge to dispose of	<a href="#">58.2(i)</a>
		Misc.	<a href="#">58.2(ii)</a>
<b>VIII</b>	<b>WORKS</b> (Vide Chapter-VIII of the Rules)	Officer-in-Charge of Works	<a href="#">59</a>
		Requisition for works	<a href="#">60</a>
		Preparation of Estimates	<a href="#">61</a>

		Schedule of Rates	<a href="#">62</a>
		Tenders	<a href="#">62.1</a>
		Competency of Tender Call	<a href="#">62.2</a>
		Contract Document	<a href="#">62.3</a>
		Tender Notice	<a href="#">62.4</a>
		Permission to examine the estimates	<a href="#">62.5</a>
		Validation of Tender	<a href="#">62.6</a>
		Consideration of Tender	<a href="#">62.7</a>
		Tender Committee	<a href="#">63</a>
		Opening of Tenders`	<a href="#">64</a>
		Evaluation and Acceptance of Tenders	<a href="#">65</a>
		Award of Contract	<a href="#">66</a>
		Execution of Works	<a href="#">67</a>
		Check Measurement of Works	<a href="#">68</a>
		Closing of Works	<a href="#">69.1</a>
		Part Payment to the Contractors	<a href="#">69.2</a>
		Delegation of Financial and Administrative powers	<a href="#">70(i)</a>
		Deposit Works	<a href="#">70(ii)</a>
		Award by Officer/Authority	<a href="#">70(iii)</a>
		Competency of Officer/Authority	<a href="#">70(iv)</a>
<b>IX</b>	<b>VEHICLES</b> (Vide Chapter-IX of the Rules)	Officer-in-Charge of Vehicles	<a href="#">71</a>
		Maintenance of Records	<a href="#">72</a>
		Log Book	<a href="#">72(i)</a>
		Stock Register	<a href="#">72(ii)</a>
		Hire Account Register	<a href="#">72(iii)</a>
		Hire Vehicles for Officers not below the rank of a Class II Officer	<a href="#">73(i)</a>
		Hire Vehicles for Officers and Teachers	<a href="#">73(ii)</a>
		Hire Charges	<a href="#">74</a>
		Repair and Maintenance of Vehicles	<a href="#">75</a>
		Condemnation of Unserviceable Vehicles	<a href="#">76(i)</a>
		Competent Authority	<a href="#">76(ii)</a>
		Mode of Disposal of Condensed Vehicles	<a href="#">77.1</a>
		Sealed Tenders	<a href="#">77.2(i)</a>
		Open Auction	<a href="#">77.2(ii)</a>
		Negotiation	<a href="#">77.2(iii)</a>
		Disposal of vehicles	<a href="#">78</a>
		New Vehicles	<a href="#">79</a>
		Fixing of Offset Price	<a href="#">80</a>
		Appendix-I	<a href="#">APP-I</a>
		Appendix-II	<a href="#">App-II</a>
		Appendix-III	<a href="#">App-III</a>
<b>X</b>	<b>VEHICLES</b> (Vide Chapter-X of the Rules)	Sanction & approval of Tour Programmes / Diaries and Sanction of TA advances	<a href="#">81</a>
		Reimbursement of Conveyance Expenses and Accommodation Expenses.	<a href="#">82(i)</a>
		Forms	<a href="#">82(ii)</a>



# FORMS

Subject	Form No.
Grant-in-aid Register	<a href="#">1</a>
Register of Pay-in-Slip	<a href="#">2</a>
Cash Receipt	<a href="#">3</a>
Register of Bank draft/Cheque	<a href="#">4</a>
Register of Security Deposit	<a href="#">5</a>
Acknowledgement of Pass Book/ Security Deposit	<a href="#">6</a>
Register of Endowments/Deposits/Donations	<a href="#">7</a>
Cheque issue Register	<a href="#">8</a>
Daily payment Register	<a href="#">9</a>
Cash Book	<a href="#">10</a>
Subsidiary Cash Book	<a href="#">11</a>
Register of Receipt Books	<a href="#">12</a>
Daily Collection Register	<a href="#">13</a>
Register of Festival Advance/Cycle Advance/Motor Cycle Advance	<a href="#">14</a>
Register of Advance Deposits with PWD	<a href="#">15</a>
Detailed Statement of Unverified Vouchers submitted against the temporary advance	<a href="#">16</a>
Intimation about Part/Full Adjustment against the temporary Advance	<a href="#">16-A</a>
Register of Miscellaneous Advances	<a href="#">17</a>
Monthly Statement of receipt/Payment during the month	<a href="#">18</a>
Bill Register	<a href="#">19</a>
Acquittance Roll	<a href="#">20</a>
Alphabetical list of candidates for the.....exam.....	<a href="#">21</a>
Forwarding of Bank Draft by the Section	<a href="#">22</a>
Register of Degrees to be issued in absentia	<a href="#">23</a>
Register of Provisional certificates/Mark sheets	<a href="#">24</a>
Register of Examination Expenditure	<a href="#">25</a>
Bill for Remuneration to paper setter/Examiners/Sub-examiners/Checkers/Scrutinizers	<a href="#">26</a>
Contingent Bill	<a href="#">27</a>
Order Form	<a href="#">28</a>
Accession Register	<a href="#">29</a>
Catalogue (in card form)	<a href="#">30</a>
Discarded/Withdrawal of Books Register	<a href="#">31</a>
Over Due and Fine register	<a href="#">32</a>
Periodical Register	<a href="#">33</a>
Newspaper Chart	<a href="#">33A</a>
Binding Register	<a href="#">34</a>
Gate Register	<a href="#">35</a>
Circulation Statistics Register	<a href="#">36</a>
Diversion Register	<a href="#">37</a>
Registration of Borrowers	<a href="#">38</a>
Reprography Registrar	<a href="#">39</a>
Reference Registrar	<a href="#">40</a>
Monthly/Quarterly indent of stationery articles	<a href="#">41</a>
Requisition of Store Materials	<a href="#">42</a>
Stock Register	<a href="#">43</a>
F <sub>2</sub> Agreement	<a href="#">44</a>
<b>ITEM RATE TENDER AND CONTRACT FOR WORKS</b>	<a href="#">TE</a>
<b>ORISSA P.W.D./ SAMBALPUR UNIVERSITY DEPARTMENT CONTRACTOR'S LABOUR REGULATION</b>	<a href="#">RE</a>
Measurement Book	<a href="#">45</a>
Completion Report	<a href="#">46</a>
Log Book of Vehicles	<a href="#">47</a>
Particulars of Vehicles & Incumbency of Drivers	<a href="#">48</a>
Duty Register for Vehicles	<a href="#">49</a>
Requisition for University Vehicles	<a href="#">50</a>
T.A. Bill form for Employees	<a href="#">51</a>
T.A. Bill for members	<a href="#">52</a>

# PART-I (RULES)

## CHAPTER – I GENERAL

<b>CHAPTER – I GENERAL</b>			
<b>1</b> Short Title and Extent	(i)	These rules may be called 'The Orissa Universities Accounts Rules, 1987'	<a href="#">RC-I</a>
	(ii)	They shall come into force on such dates as the Government may appoint in that behalf.	
<b>2</b> Definition		In these Rules, unless the context otherwise requires:	
	(i)	'Acts' means the appropriate Act of the Orissa Legislature establishing a University.	
	(ii)	'Statute' means a Statute framed under the appropriate Act.	
	(iii)	'Senate' , 'Syndicate', 'Academic Council', 'Vice-Chancellor', 'Registrar', 'Finance Committee', 'Finance Officer', 'College' etc. shall have the same meaning assigned to them under the appropriate Act and Statutes.	
	(iv)	'Government' means the Government of Orissa.	
	(v)	'Gazette' means the Official Gazette of the Government of Orissa.	
	(vi)	'Administrative Approval' means the formal acceptance by the Syndicate or other competent authority of a proposal to incur expenditure on works initiated or connected with the requirement of the University.	
	(vii)	'Appropriation' means the assignment to meet specified expenditure of funds at the disposal of the assigning authority.	
	(viii)	'Primary Unit of Appropriation' means a part under each minor head which is allocated to a prescribed sub-division of the Head as representing one of the primary subject of the supply/allocation.	
	(ix)	'Secondary Unit of Appropriation' means divisions into which a primary unit of appropriation is divided to the purpose of financial control.	
	(x)	'Re-appropriation' means the transfer of funds from one unit of appropriation to another such unit.	
	(xi)	'Advance' means an advance in cash or cheque given to a person against specific expenditure to be accounted for. It also includes advance given in cash or cheque to an officer or employee delegated to perform certain function before the actual expenditure incurred.	
	(xii)	'Asset' means an expenditure which results in the acquiring of some property or benefit and may be of two types: a) 'Fixed asset' which means an asset of a permanent nature. B) 'Current Asset' which means an expenditure which results in acquiring some property or stock or store or consumable article to be used over a shorter time span, usually a year.	
	(xiii)	'Liability' means an obligation the University is required to discharge and include a debt, loan or other pecuniary obligation which is extinguishable within a specified period.	
	(xiv)	'Actual Financial Estimates or Budget' means the statement of estimated receipts and expenditure of the University in respect of a financial year as sanctioned by the Senate.	
	(xv)	'Bank' means any branch of the State Bank of India or any other scheduled Bank approved by the Syndicate with which the University has an account.	
	(xvi)	'Bill' means a statement or document containing the claim against the University with specification of the name of the person, nature and amount of the claim in gross or net of advances.	
	(xvii)	'Book Transfer' means the process whereby financial transactions which do not involve the giving or receiving of cash or of stock or materials are brought to account. This also includes corrections and amendments made in cash, stock or book transaction previously taken into account.	
	(xviii)	'Cash' means and includes legal tender coins, currency notes, cheques payable on demand, Bank Drafts, Government Drafts and Stamps.	
	(xix)	'Contract' means any kind of undertaking written or oral, express or implied by a person not being a University employee or by a company or firm for the construction, maintenance or repairs of one or more works, for the supply of materials or for the performance of any service in connection with the execution of works or the supply of materials.	

	(xx)	'Disbursing Officer' means in relation to expenditure under any scheme or Head of account, any employee of the University designated by the Vice-Chancellor as such.	
	(xxi)	'Employees' means and includes Officers, Teachers and others in the employment of the University and includes Government servants on foreign service under the University but does not include Government servants doing work in the University under the control of their departmental superiors in Government service.	
	(xxii)	'Receipt' means any receipt of cash, gift, endowment etc. received either in cash or cheque by a person authorized and may be either 'Capital' or 'Revenue' in nature. (A) Revenue receipt means cash or cheque received to meet the day to day expenditure of a particular year. (B) Capital receipt means cash or cheque received for acquiring permanent property or to meet expenditure of day to day nature or cash accruing on conversion of property to cash.	
	(xxiii)	'Expenditure' means spending of money or incurring an obligation to be met at a later date. Expenditure can be of two types: a) 'Revenue Expenditure' means and includes an expenditure whose benefit is enjoyed and finished immediately or within one financial year. B) 'Capital Expenditure' means and includes an expenditure whose benefit is to be enjoyed permanently or for a longer period beyond the financial year.	
	(xxiv)	'Financial year' means the year beginning on the 1 <sup>st</sup> of April and ending on the 31 <sup>st</sup> March following.	
	(xxv)	'Form' means a form prescribed by the University under these Rules.	
	(xxvi)	'Grant-in-aid' means any contribution or grant which may be made by the State Government, the Union Government, the U.G.C. or any other body on such conditions as it may impose.	
	(xxvii)	'Major Head' means a main unit of classification of Revenue and Expenditure.	
	(xxviii)	'Plan Receipt/Payment' means and refers to a receipt/payment specific to a Scheme for a particular plan period.	
	(xxix)	'Non-plan Receipt/Payment' means and refers to receipt/payment not specific to any Scheme under the current plan period.	
	(xxx)	'Pay Order' means an order on the Bill given by the Officer competent to settle claim(s) after proper scrutiny extinguishing the advance.	
	(xxxi)	'Statement of Accounts' means and includes (a) a receipt and payment account, (b) an income and expenditure account and (c) 'Balance Sheet' i.e. the Statement of properties and Liabilities of the University.	
	(xxxii)	'University Account' means the Bank account in which all the grants-in-aid and other revenues of the University are credited. It does not include current or Saving Bank Accounts maintained by the Officers out of allotment to them or received independently of the University grants.	
	(xxxiii)	'Voucher' means a document which gives the amount, the nature and period of payment and all the other details necessary for its complete identification and contains a receipt of acknowledgement or acquaintance by the person to whom the payment is admissible.	<a href="#">RC-I</a>

**CHAPTER – II**  
**FINANCIAL ESTIMATES**

<b>3</b>	<b>Statutory provisions</b>	The finance Officer is responsible for the preparation and presentation of the annual financial estimates to the Finance Committee Under Statute 104©, the Finance Committee prepares the final draft of the Annual Budget of the University to be placed before the Syndicate not later than the 15 <sup>th</sup> December of every year , after duly examining the proposals made by the Finance Officer. The Syndicate shall place the budget before the Senate. The Senate of the university shall consider and sanction the Budget of the University as provided under Section 9(4)(a) of the Act. Under Statute 164 the Senate may also make such recommendations as it deems fit to the syndicate.	<a href="#">RC-II</a>
<b>4</b>	<b>Classification</b>	4.1 The Budget of the university shall be prepared for the financial year 1 <sup>st</sup> April to 31 <sup>st</sup> March of every year. The Budget shall be prepared under appropriate Heads of Account. The Head of the Account consists mainly of three components:	<a href="#">RC-II</a>
		(i) Code numbers prescribed for different Heads of receipt and expenditure.	
		(ii) A Major Head giving the description of the transaction to which the receipt or expenditure pertains. The sources from which funds are received or obtained by the University or the main purpose for which the expenditure is incurred in order to carry out its objectives shall form the Major Heads of classification and include all the various schemes for which grants-in-aid are received and spent.	

	(iii)	A Minor or detailed Head (Primary Unit) for which a separate account is prepared or maintained.	
	4.2	The estimates under Capital and Revenue as well as Plan and Non-plan shall be shown separately. The Finance Officer shall be competent to open any other Sub-Heads and Primary Units as may be found necessary.	
<b>5 Contents of Budget</b>	5	The Budget estimates of the university referred to in Rule above shall furnish the following information:	<a href="#">RC-II</a>
	(i)	A summary of estimated receipts and expenditure which will show , by Major Heads the total estimated receipts from various sources and the total estimated expenditure under each Major Head.	
	(ii)	An abstract showing the break up of the figures given in the summary according to Schemes.	
	(iii)	In case of new schemes introduced in the Budget during the course of the year, it shall be necessary to add an explanatory note indicating the objects and reasons and targets aimed at.	
	(iv)	A summary of the estimated expenditure included in various schemes or Minor Heads for expenditure on University works.	
	(v)	A statement of posts proposed to be introduced or eliminated in the detailed estimates the necessity of which was realized after the submission of the estimates and the expenditure whereon would be covered by the reappropriation in due course.	
<b>6 Formulation of proposals for Budget Estimates and preparation of detailed Estimates</b>	6	Each scheme comprising of Minor Head of expenditure shall be under the overall charge of Finance Officer of the University.	<a href="#">RC-II</a>
<b>7 Preparation of Revised Budget Estimates</b>	7	No expenditure shall normally be incurred without appropriate budget provision duly sanctioned by competent authority. If however, unforeseen circumstances arise during the course of the year requiring substantial changes in the Budget Estimates approved by the Syndicate, the Vice-Chancellor may direct the Finance Officer to prepare Revised/Supplementary Estimates in-corporating the changes to be placed before the Finance Committee for recommending the same to the Syndicate for sanction.	<a href="#">RC-II</a>
<b>8 Regulation of marginal excess expenditure</b>	8	If at the close of the financial year it is found that the Revised Budget provision under Revenue/Capital Account has been marginally exceeded, the excess may be regularized with the approval of the Finance Committee and the sanction of the Syndicate.	<a href="#">RC-II</a>
<b>CHAPTER – III UNIVERSITY ACCOUNTS</b> (Vide Sections 24, 25 and 26 of the Act)			
<b>9 Statutory provision</b>	9	The University shall have a General Fund and a Foundation Fund as provided in the Act.	<a href="#">RC-III</a>
<b>10 General Fund</b>	10	The accounts relating to the General Fund shall be so maintained that the flow of the funds for Maintenance, Specific Projects and Examination purposes shall be separately shown.	<a href="#">RC-III</a>
<b>11 Any other Fund</b>	11	The University shall have such other Funds and maintain such other accounts as may be decided from time to time as provided under section 26 of the Act.	<a href="#">RC-III</a>
<b>12 Receipt of Funds</b>	12	Funds may be received and credited to the University account in the following modes and shall be duly entered in the Registers as may be prescribed for the purpose.	
	(i)	<b>Receipt by way of Transfer Credit:</b> Receipt of funds from the State Government, U.G.C. or any other source as grants in aid are to be deposited in the University account by way of bank draft or transfer credits.	
	(ii)	<b>Receipt through the Bank:</b> Funds received by the Bank through “Pay-in-Slip” and accounted for in the University account.	
	(iii)	<b>Receipts at the University Counter:</b> All funds received by way of Cash, Money Order, or Cheque or Bank drafts at the counter are to be recorded in the appropriate registers and deposited in the University account in the Bank in the prescribed manner on the following day of receipt.	<a href="#">RC-III</a>
<b>13 Utilization of Funds</b>	13	Funds received may be utilized in the following manner:	
	(i)	<b>Direct Expenditure:</b> All Expenditure incurred either in cash or cheque for different purposes against bill(s)	

		shall constitute direct expenditure.	
	(ii)	<p><b>Expenditure by way of advances:</b> All advances made either in cash or cheque for different purposes shall constitute expenditure on submission of vouchers as adjustment. However, advances made in the form of the deposits or payments made for work against a proper acknowledgement to the following organizations/parties shall be treated as final expenditure.</p> <p>(a) The Government Engineering Organizations such as Public Works Depts, the public Health Dept. Government Organizations like the O.S.E.B. or Corporations and Undertakings under the approved estimates.</p> <p>(b) The Superintendents of Examination Centers in respect of Centre Expenses on the basis of duly approved rates by competent authority provided the rates are approved for a period of three years.</p> <p>(c) The teachers responsible for supervising student's activities in respect of funds specifically earmarked or appropriated for these activities or sports Committee on the basis of approved rates by Competent Authority.</p>	<a href="#">RC-III</a>
<b>14</b> <b>Payments</b>		<p>Payment may e made for the following purpose either by cash or in cheque or Bank Draft or Transfer credit in the manner prescribed:</p> <p>i) Pay and Allowances. ii) Construction and maintenance of buildings, purchase of books, equipments, vehicles, furniture and other fixed assets. iii) Examination. iv) Prizes and Medals and scholarships. v) Other administrative and contingent expenditures.</p>	<a href="#">RC-III</a>
<b>15</b> <b>Responsibilities of University Employees.</b>		Every University Employee is personally responsible for the money which passes through his hands and for the prompt record of the receipt and payments in the relevant Accounts as well as for the correctness of accounts in every respect.	<a href="#">RC-III</a>
<b>16</b> <b>Cash Books</b>		<p>The Cash Book shall be maintained in the following manner:</p> <p>i) All receipts and payments shall pass through the Cash Book, in addition to the main Cash Book, subsidiary Cash Books may be opened with the approval of Vice-Chancellor as and when necessary.</p> <p>ii) The Cash Book shall be closed every day and the Section Officer shall verify the closing balance and give a certificate to the effect every day at the bottom of the page in the Cash Book. The Finance Officer shall verify the totaling of the Cash Book at frequent intervals.</p> <p>iii) The Finance Officer shall verify at least once a month, the physical cash balance and give a dated certificate to that effect.</p> <p>iv) The Vice-Chancellor may at any time also verify the cash balances.</p> <p>v) When ever supervising Officers like the Finance Officer or Registrar or any Officer so authorized to verify the accounts comes across a case of actual or suspected embezzlement, defalcation or fraud, he shall forthwith investigate the matter and send a report to the Vice-Chancellor with such observations as may be necessary. The report shall be submitted within three days of such detection, in case the investigation is likely to be time taking an interim report may be submitted within two days and the final report at the end of the period allowed to him for the purpose, by the vice-Chancellor.</p> <p>vi) Erasures or overwriting of an entry once made in the Cash Book is forbidden. Mistakes should be corrected by drawing the pen across the incorrect entry and inserting the correct entry in red ink between the lines. The Finance Officer shall initial every such correction and invariably date his initials.</p> <p>vii) The Cash Book shall be machine numbered and before using the Cash Book a certificate shall be given by the Finance Officer certifying the number of pages it contains.</p>	<a href="#">RC-III</a>
<b>17</b> <b>Weekly verification</b>		At the end of the every week, the statement of accounts received from the Bank(s) shall be checked with the Cash Book and the Cheque Issue Register in order to ensure that the balance as shown in the Cash Book agrees with the Bank balance as stated by the Bank in the statement of account.	<a href="#">RC-III</a>
<b>18</b> <b>Ledgers</b>		<p>The ledgers shall contain all necessary information in details relating to the various receipts and payments of the University. All the transactions entered in the Cash Book are also recorded in the ledgers. Four separate ledgers shall be maintained as follows:</p> <p>i) For revenue receipts. ii) For capital receipts</p>	<a href="#">RC-III</a>

		iii) For revenue expenditure and iv) For acquisition of assets or capital expenditure.	
<b>19</b> <b>Investment Accounts</b>		The Finance Officer may, if the funds permit and subject to the policy laid down, INVEST A PORTION OF THE BALANCE OF CASH IN THE Current Account in such term deposits as may be feasible. A record of the recovery of interest and the amount of investment on account of such deposits shall be made as prescribed.	<a href="#">RC-III</a>
<b>20</b> <b>Annual statement of Accounts</b>		Annual statement of Accounts shall comprise the Receipt and Payment Account, the income and Expenditure Account and the statement of assets and liabilities. These Accounts and Statement shall be prepared at the end of every financial year.	<a href="#">RC-III</a>
<b>21</b> <b>Audit</b>	21.1	Audit is an instrument of financial control. It is a safeguard against extravagance, carelessness or fraud in the realization and utilization of money or other assets and ensures that the accounts maintained represent the true facts and that the expenditure has been incurred with due regularity and propriety. It shall be the duty of the audit to detect errors, impropriety and fraud in financial transactions and to suggest changes in procedure wherever required.	
	21.2	In addition to the statutory Audit under the Orissa Local Fund Audit Act, 1948, the University may have its own internal Auditors whose duties and responsibilities shall be prescribed from time to time by competent authority.	<a href="#">RC-III</a>
<b>CHAPTER – IV</b> <b>PAY AND ALLOWANCES</b>			
<b>22</b> <b>Finance Officer</b>		The Finance Officer is responsible for the correct payment of the pay and allowances of the Officers, teachers and other employees of the University.	<a href="#">RC-IV</a>
<b>23</b> <b>Variation in pay etc.</b>		Pay and allowances of all Officers and teachers of the University shall be drawn and paid in the manner prescribed. No Officer or teacher shall be allowed an increased or a changed range of pay, leave salary or any fixed allowance or any reward or honorarium unless such increase or changed rate of pay, fixed allowance re-ward or honorarium is sanctioned by the competent authority.	<a href="#">RC-IV</a>
<b>24</b> <b>Acquittance roll</b>		The pay and allowances of Officers, teachers and employees shall be drawn and paid in the Acquittance Roll as may be prescribed.	<a href="#">RC-IV</a>
<b>25</b> <b>Deductions</b>		The Finance Officer shall be responsible to ensure that all the deductions that are to be effected are duly made from the salary bills of employees such as may be applicable: i) Towards Income Tax. ii) Towards Contributory Provident Fund. iii) Towards house rent where recoverable of any building of the University occupied by the employees. iv) Towards recoveries ordered by the Vice-Chancellor according to audit objections. v) Towards realization of fines imposed on employees, other than Officers and teachers for neglect of duty. vi) Towards payment of advances. vii) Towards appropriate dues to be transferred to Government for Government employees on deputation serving in the University. viii) Towards any other recovery ordered by the Registrar, Vice-Chancellor or the Syndicate as the case may be.	<a href="#">RC-IV</a>
<b>26</b> <b>Payment period</b>		If due to any reason payment of dues cannot be made to an employee within seven days from the days of drawal, the amount shall be re-deposited in the Bank.	<a href="#">RC-IV</a>
<b>27</b> <b>Mode of payment</b>		Pay and allowance of an employee shall be paid only upon his personal receipt and not otherwise. An employee may, however, be allowed to receive payment through a messenger duly authorized by him to receive the money on his account in the form prescribed and in such a case the University accepts no responsibility in respect of money that may be handed over to the messenger.	<a href="#">RC-IV</a>
<b>28</b> <b>Days of payment</b>		Payment of salaries and other fixed allowances for a month shall generally be made in the last two working days of the month.	<a href="#">RC-IV</a>
<b>29</b> <b>Dues of deceased employees</b>		Pay and allowances may be drawn and paid for the day of an employee's death without reference to the hour at which the death takes place.	<a href="#">RC-IV</a>
<b>30</b> <b>Last payment</b>		The last payment of pay and allowances shall not be made to or in respect of an employee, who is finally quitting the University service, on retirement, resignation, discharge, dismissal, death or otherwise or who is placed under suspension, until the Finance Officer is personally satisfied that there are no demands outstanding against him.	<a href="#">RC-IV</a>



31 <b>Payment to legal claimant</b>		Pay and other allowances claimed on behalf of a deceased employee may be paid even before the production of the usual legal authority under orders of the Vice-Chancellor, who after being satisfied of the right and title of the claimant considers that undue delay and hardship would be caused by insisting on production of documents relating the legal authority. However, in case of any apprehension of litigation, payment shall be made only to the person producing the legal authority.	<a href="#">RC-IV</a>
32 <b>No double payment</b>		In order to facilitate the checking and scrutiny of pay bills of all the employees of the University and to ensure that no one is paid more than his dues, the establishment section shall maintain a permanent Audit Register in the prescribed form. Detailed particulars of all the employees viz. date of joining, scale of pay, present pay and D.A. etc. shall be entered therein. Every fresh appointment, removal from service, revision of the strength of the establishment etc. shall be entered therein as soon as it is made and the authority ordering the changes clearly indicated. Each entry shall be attested by the Finance Officer.	<a href="#">RC-IV</a>
33 <b>Increment</b>		To every pay bill in which a periodical increment is drawn, a certificate in the prescribed form shall be attached. When an increment claimed relates to carry an employee over an efficiency bar, it shall be supported by a declaration from the authority competent to sanction the increment that the employee concerned is fit for the increment.	<a href="#">RC-IV</a>
34 <b>Honorarium for extra work</b>		University employees required to undertake work of an urgent and time bound nature over and above the normal work may be paid honorarium at the rates approved by the State Government and Chancellor.	<a href="#">RC-IV</a>
<b>CHAPTER – V</b> <b>EXAMINATION FEES AND EXPENDITURE</b> (Vide Section 10(4) (b) and (f) of the Act and Statutes 192-206 of the Statute)			
35 <b>Fees : Collegiate Candidates</b>		The fees prescribed for examinations shall be collected from the candidates through the Principals of respective colleges in case of students borne on the rolls of the affiliated colleges of the University.	<a href="#">RC-V</a>
36 <b>Fees : Non – Collegiate Candidates</b>		In case of non-collegiate candidates, the fees prescribed shall be collected by Bank Draft or by way of cash receipt in prescribed manner in the Bank with which the University has accounts.	<a href="#">RC-V</a>
37 <b>Diploma or Certificate marks and migration</b>		Fees for issue of diploma/degree certificates, marks, migration etc. shall be collected either by way of cash deposit with the Bank or at the counter of the Finance Section.	<a href="#">RC-V</a>
38 <b>Examination Expenditure</b>		Payments pertaining to the Examinations conducted by the University broadly fall under the following categories: i) Printing of question papers and other confidential matters. ii) Remuneration to paper-setters, iii) Remuneration to examiners for valuation of answer books, iv) Remuneration to tabulators and scrutinizers. v) Contingent expenditure at the examination centres. vi) Travelling allowance to examiners, paper setters etc. vii) Remuneration to staff for typing of results transcription of marks etc. viii) Printing and dispatch of blank answer books ix) Miscellaneous.	<a href="#">RC-V</a>
39 <b>Stationary and Printing</b>		Payments for printing of question papers and other confidential matters shall be made by the Registrar or Controller or any other Officer so authorized . The Finance Officer shall pay the amount or adjust the advance given to the Registrar or Controller or any other authorized Officer subject to the approval of the Vice-Chancellor. No details of accounts need be produced to the Finance Officer at the time of payment other than a certificate to the effect that all the formalities have been followed while printing the question papers by the Controller.	<a href="#">RC-V</a>
40 <b>Authorisation to Forward to the Finance Section</b>		The registrar/Controller/Officer authorized shall forward to the Finance Section for settlement of all accounts and documents in respect of remuneration for paper setting, evaluation of answer scripts, tabulation, scrutiny, typing of results, T.A. etc. in the prescribed form after proper scrutiny for payment or adjustment against advance. In the interest of expeditious settlement of such claims, the Vice-Chancellor may also prescribe an alternative procedure whereby such claims are settle by the Controller of Examinations who shall then forward the full particulars or the transactions to the	<a href="#">RC-V</a>

		Finance section for final acceptance after due scrutiny and rectification of defects, if any.	
<b>41</b> <b>Miscellaneous and Contingent expenses</b>		The Principal of the College who functions as Centre Superintendent, or the Chairman, P.G. Council, or any other person authorized to conduct the examinations in the Centres of Examination shall be allowed to draw an advance up to an amount sanctioned for that centre subject to settlement of accounts as per procedure prescribed by the Vice-Chancellor.	<a href="#">RC-V</a>
<b>CHAPTER – VI</b> <b>LIBRARY</b> (Vide Section 15(3) (f) of the Act.			
<b>42</b> <b>Central Library</b>	<b>42</b>	The Central Library of the University shall be available for use by the students, research workers, teachers and employees of the University.	<a href="#">RC-VI</a>
<b>43</b> <b>Library Committees</b>	<b>43.1</b>	A Committee known as Library Committee appointed by the Academic Council under Section 15(3) (f) of the Act shall be in charge of the activities of the Library subject to the overall control of the Academic Council.	<a href="#">RC-VI</a>
<b>Competent to allocation</b>	<b>43.2</b>	The Committee shall be competent to allocate funds for purchase of Books, journals etc. to different P.G. Departments and to lay down the procedure in regard to the following matters.  i) Purchase of Books/ Journals etc. ii) Proper stacking, display and utilization of the books, journals etc. iii) Registers and other documents to be maintained in the Library. iv) Collection of over due charges for late return of books, journals etc. v) Fines for loss of books/journals etc. vi) Writing off losses on account of books, journals etc. which have been lost or which are beyond economic repairs.	<a href="#">RC-VI</a>
<b>44</b> <b>Sources of funds</b>		The funds for the Library are provided from the following sources:	
<b>UGC Grants</b>	<b>(i)</b>	i) U.G.C. grants which are meant for utilization on cost of books, backsets of journals, furniture and equipments etc. which are of non recurring nature.	
<b>Block Grants</b>	<b>(ii)</b>	ii) Block grants from the State Government which are meant for expenditure of a recurring as well as non-recurring nature.	<a href="#">RC-VI</a>
<b>Acquisition of Books</b>	<b>45</b>	Books, Journals etc. may be acquired for the Central Library under the instructions of the Vice-Chancellor or Registrar or Heads of Departments of the Post Graduate teaching departments or the Librarian or any Officer authorized, within the financial limits and in conformity with the procedure prescribed by the Library Committee.	<a href="#">RC-VI</a>
<b>Powers of Syndicate</b>	<b>46</b>	The Syndicate shall be competent to delegate financial and administrative powers in favour of Officers of the University/Committees of Officers for purchase of books, journals etc. and for writing off the losses of books, journals etc.	<a href="#">RC-VI</a>
<b>CHAPTER – VII</b> <b>STORE</b>			
<b>47</b> <b>Scope</b>		These Rules shall apply to the purchase of Stores by all departments and for all purchases except those required in connection with works namely, civil, electrical and public health works (both construction and maintenance) and shall be in addition to the special Rules, if any, applicable to the particular department.	<a href="#">RC-VII</a>
<b>48</b> <b>Responsibility of Officers and Staff</b>		The Officers and staff entrusted with the storage, issue, use or consumption of these stores, shall be personally responsible for the proper care, custody and utilization of the stores as well as the maintenance of the records, accounts and the submission of periodical returns in respect of such stores.	<a href="#">RC-VII</a>
<b>49</b> <b>Purchases</b>		All purchase shall be made as follows:	
<b>Subject of Availability</b>	<b>(i)</b>	All purchases shall be subject to availability of funds in the budget and the monetary limits and scales of authority sanctioned and such other conditions/restrictions specific to articles or classes of articles required. The powers of all Officers in the matter of procurement/purchase of stores shall be as may be delegated from time to time by the Syndicate.	
<b>Most Economical Manner</b>	<b>(ii)</b>	Purchases shall be made in the most economical manner in price and quantity, make (brand) description and purpose besides conforming to the general principles of materials management.	
<b>Important Consideration</b>	<b>(iii)</b>	While price shall be an important consideration in purchasing stores, the overriding consideration shall be the quality of the material and reputation of the manufacturer/supplier. Proven and established capacity for after sales service shall be	



		the main criteria for purchase of all equipments/machinery that require such service.	
<b>Not to Purchase Stores</b>	(iv)	Care shall be taken not to purchase stores much in advance of actual requirements, if such purchase is likely to prove unprofitable.	
<b>Purchase Orders</b>	(v)	Purchase orders shall not be split up to avoid the necessity of obtaining the administrative sanction of competent authority.	<a href="#">RC-VII</a>
<b>50 Powers of Syndicate Competency</b>			
	(i)	The Syndicate shall be competent to delegate financial and administrative powers in favour of the Officers of the University responsible for the purchase, safe custody, issue and utilization of stores.	
<b>Power to Constitute</b>	(ii)	The Syndicate shall also be competent to constitute committees and to lay down the procedure in respect of the following matters. a. The mode of preparation and submission of indents. b. The ledgers and Accounts to be maintained for the purchase, custody, issue and utilization of stores. c. The composition, financial powers and procedure to be followed by the Committee or Committees entrusted with the procurement of stores. d. The composition and procedure to be followed by the Committee or Committees entrusted with the periodical physical verification of stores. e. The composition, financial powers and procedure to be followed by the Committee or Committees entrusted with the writing off of old unserviceable or damaged stores.	<a href="#">RC-VII</a>
<b>51 Accounts of Stores</b>		Separate accounts shall be kept of:	
<b>Dead Stock</b>	(i)	“Dead Stock” such as plant, machinery, furniture, fixtures and	
<b>Other Stores and Consumables</b>	(ii)	Other stores and consumables at the place of use and the central stores department if procured and transferred by them.	
<b>Inventory</b>	(iii)	While stores accounts (inventory) are ordinarily be maintained at the site of the dead stock or equipment using department, wherever desirable additional inventories also shall be maintained.	<a href="#">RC-VII</a>
<b>52 Stores Verification</b>		Store verification can be made as follow:	
<b>Officers/Staff</b>	(i)	The Officers/staff entrusted with the purchase, custody of stores and issue of stores shall verify the stores periodically but not less frequently than once a month and shall record a certificate of the result of the check.	
<b>Physical Dead Stock</b>	(ii)	In addition to the above, the physical dead stock shall be verified at least once a year and the result of such verification recorded on the body of the Register or stores and an inventory of stock prepared. All discrepancies between the stock account and the physical count noticed must be properly instigated and brought to the account immediately so that the inventory may represent the true account.	
<b>Discrepancies / Shortages</b>	(iii)	All discrepancies/shortages arising out of normal causes like natural deterioration or depreciation shall be quantified and placed before the appropriate authority for writing off. Any loss or suspicion of loss attributable to misappropriation., theft or negligence shall be brought to the notice of the Vice-Chancellor forthwith for further necessary action.	
<b>Hire and other Charges</b>	(iv)	Hire and other charges as may be prescribed by Hire competent authority for the hire/use of stores/stocks, machinery etc. shall be recovered and accounted for regularly.	
<b>Museums/workshops and Laboratory</b>	(v)	Museums, workshops and laboratories shall maintain up-to-date catalogues or Registers of stock accounts and inventories.	
<b>List of Inventories</b>	(vi)	The list of inventories or accounts of stores shall in all cases be subject to such other checks at internal as may be prescribed by competent authority.	
<b>Loss of Stores</b>	(vii)	Any loss of stores or immovable assets such as buildings, communications, or other works caused by fire, flood, cyclone, earthquake or any other natural causes shall be brought to the notice of the Vice-Chancellor by the Officer/staff in charge of the assets.	<a href="#">RC-VII</a>
<b>CHAPTER – VIII STORE</b>			
<b>53 Types of Works</b>		Works are of two types. Capital and maintenance (repairs)	
<b>Capital Works</b>	(i)	Capital works which are new works but may also include major repairs/additions/alterations/modifications/remodeling of existing structures (Roads, bridges, culverts, buildings etc.)which would contribute substantially to the value of the	

		structures by such repairs/ additions/ alterations/ modifications/ re-modelling.	
<b>Repair and Maintenance works</b>	(ii)	Repair and maintenance works which are recurring in nature and are normally undertaken annually. The normal annual expenditure on such works should be limited to 5% of the capital cost of the building structure. The Syndicate may, however, permit variation in this in individual cases/works, provided however that the total expenditure under various repair/ maintenance works is within the amount available in the Budget.	<a href="#">RC-VIII</a>
<b>54.1 Power of Syndicate Financial and Administrative Powers</b>		The Syndicate shall be competent to delegate financial and administrative powers to Officers or Committees of Officers in respect of the following matters. i) Preparation of estimates ii) Sanction of estimates, technical sanction as well as administrative approval. iii) Evaluation of tenders. iv) Award of contracts.	<a href="#">RC-VIII</a>
<b>54.2 Lay Down the procedure</b>		The Syndicate shall also be competent to lay down the procedure to be followed on respect of the matters dealt with in Rule 54.1 above.	<a href="#">RC-VIII</a>
<b>55 Estimates</b>		All works, whether capital or repair in nature shall be taken up only on the basis of detailed estimates prepared by competent technical persons provided however, that the Syndicate may permit lumpsum estimates to be prepared in respect of repair works which are too small and too numerous be estimated individually. The estimates shall ordinarily consist of specifications of the work, a detailed statement of measurements, quality and quantity of materials with their rates and costs, the cost of labour and an abstract giving the total estimated cost of each item.	<a href="#">RC-VIII</a>
<b>56 Sanctions</b>		Works whether capital or revenue/maintenance in nature may be carried out only on the basis of sanctions, i.e (i) Technical sanction and (ii) Administrative approval and shall be subject to the availability of funds for the purpose in the Budget.	
<b>Technical sanction</b>	(i)	Technical sanction is accorded by competent technical authority on the basis or the estimates prepared for the purpose and is designed to ensure that the proposal is technically sound and that the costs have been accurately estimated on the basis of adequate data.	
<b>Administrative approval</b>	(ii)	Administrative approval is the format acceptance of the proposal, whether of capital works or of repair/maintenance works and is accorded on the basis of the technical sanction by competent technical authority. Administrative approval shall normally be for the work as a whole and not for components of the work though in exceptional circumstances administrative approval may be accorded for portions of the total work provided that such portion or portions of the work will by itself be a complete unit even without the other components which constitute the total work.	<a href="#">RC-VIII</a>
<b>57 Funds</b>		Nothing contained in the estimate or Technical sanction may be construed or cited as an authority for incurring the expenditure on any work, whether capital or maintenance in nature which may be taken up only when there is appropriate budget provision for the same provided, however that the Syndicate may for reasons to be recorded in writing in urgent cases, authorizes the execution of works after re-appropriation or by making provisions for the same in the supplementary budget.	<a href="#">RC-VIII</a>
<b>58 Technical Officers and Personnel</b>		The technical officers/personnel for preparation of estimates, according Technical sanction, executing or supervising the execution of works shall be drawn from any of the following agencies/Organizations.	
<b>State/Central Govt. Deptt.</b>	(i)	State/ Central Government Departments/ Organizations like P.W.D., P.H.D., R & B., C.P.W.D., etc. whether directly working under such Departments/Organizations or deputed to the Universities.	
<b>Technical Personnel from State</b>	(ii)	Technical personnel from State or Central Government/Organizations like Corporations/Public Undertakings/ Joint Sector Undertakings/autonomous authorities, whether working directly in such Organizations or deputed to the University.	
<b>Technical Personnel employed</b>	(iii)	Technical personnel employed by the University.	<a href="#">RC-VIII</a>
<b>59 Execution of works</b>		Works, whether capital or revenue/maintenance in nature may be executed through any of the following modes,  i) As a deposit works. ii) Works executed directly iii) Works executed through contractors.	

<b>Deposit works</b>	(i)	Works may be taken up on deposit basis with State Departments/Organizations on payment of departmental and other overhead charges prescribed by Government from time to time.	
<b>Works executed directly</b>	(ii)	Works may be executed under the responsibility and supervision of competent Technical officers and personnel through labour and machinery hired for the purpose on terms and conditions duly approved by competent Technical and Administrative Authorities.	
<b>Works executed through contractors</b>	(iii)	Works may be executed under the responsibility and supervision of competent technical Officers/personnel through any Government or semi-Government agency or contractors. Contracts shall invariably be awarded on the basis of competitive tenders invited for the purpose in the prescribed manner. While the competitiveness of the rates quoted are to be given due consideration, the overriding consideration for award of the contract shall be capacity and probity of the contractor to execute the work according to the specifications of work orders and within the time prescribed. Contracts shall always be in writing and shall be precise, definite with no scope for ambiguity or misconstruction. Adequate provision shall be made for safeguarding the machineries, materials or other property of the University entrusted with or placed at the disposal of the Contractor for the execution of the work.	<a href="#">RC-VIII</a>
<b>60 Disputes</b>		Disputes, if any arising out of the contracts shall be settled in accordance with the procedure laid down in the Orissa Arbitration Rules, as awarded from time to time.	<a href="#">RC-VIII</a>
<b>CHAPTER – IX VEHICLES</b>			
<b>61 Administrative Control of vehicles</b>		The vehicles of the University shall be kept under the control of such Officers/Heads of teaching departments authorized by the Vice-Chancellor for the purpose for the official use of officers and others entitled to the same. They shall be responsible for their proper use and maintenance as per procedure laid down from time to time.	<a href="#">RC-IX</a>
<b>62 Powers of the Syndicate</b>		The Syndicate shall be competent to lay down the principles & procedure in respect of the following matters. i) The purposes other than official purposes for which the vehicles may be used. ii) The Officers or others entitled to requisition vehicles on hire and the conditions for such hire. iii) The hire charges to be levied in respect of vehicles. iv) The technical authority to advise on the type of repairs to be undertaken and the likely costs thereof. v) The technical authority to advise on the offset prices to be fixed for vehicles prior to their disposal. vi) The records and registers to be maintained.	<a href="#">RC-IX</a>
<b>63 Repairs and Maintenance of vehicles</b>		Each vehicle shall be maintained in roadworthy condition by regular and economical repairs. The repairs shall invariably be carried out at the University workshop wherever such facility exists. If the University does not have a workshop the vehicles may be sent for repairs at a garage/workshop elsewhere on the recommendation of the technical authority approved by the Syndicate. Provided, however, that recommendation of such technical authority shall not be required for undertaking repairs the cost of which falls below such amount as may be prescribed by the Syndicate. The repairing cost shall not, however, be split up to avoid the necessity of obtaining the recommendation of M.V.I. or other technical person mentioned above.	<a href="#">RC-IX</a>
<b>CHAPTER – X TRAVELLING ALLOWANCE (Vide Statute 75 (6) of the Statute)</b>			
<b>64 Coverage</b>		These Rules shall apply to the employees of the University as well as the Officers, Teachers and other employees of the other Universities/Institutions excluding those who travelling expenses are funded by different projects and Scheme under UGC, ICSSR, etc. where such agencies specifically stipulate the rates of Travelling Allowance, Daily Allowance etc.	<a href="#">RC-X</a>
<b>65 Travelling Allowance, Daily Allowance etc. for employees</b>			
<b>Undertake Journey on Duty</b>	(i)	Employees who are required to undertake journey on duty shall be entitled to payment of Travelling Allowance, Daily Allowance, reimbursement of accommodation charges, reimbursement of conveyance expenses etc. at the rates and in the manner as may be	

		prescribed by the Government for different grades of employees from time to time. Provided, however, that notwithstanding any other rules or practice prescribed anywhere else, journeys by Air, by Air-conditioned first class by rail, by own car or by own scooter where the journey exceeds 32 Kms. One way shall require the prior permission of the Vice-Chancellor. In exceptional and urgent cases, however, the Vice-Chancellor may give such permission after performance of the journey.	
<b>Reimbursement of Conveyance Expenses</b>	(ii)	Employees of the University while on official duty to places within the State shall be entitled to reimbursement of Local Travelling Expenses incurred per day in connection with the duty subject to a maximum of 50% of the daily allowance admissible to him. This reimbursement will be admissible in addition to the usual Daily Allowance.	
<b>Reimbursement of Accommodation Expenses</b>	(iii)	Employees of the University while on tour inside the State shall be entitled to reimbursement of Accommodation Expenses incurred by them per day whenever they have not availed of concessional accommodation provided by Government. University or other Public Authorities subject to a maximum of three-fourth of the Daily Allowance they would have been entitled to draw while on tour outside the State.	<a href="#">RC-X</a>
<b>66(i) Travelling Allowance for officers/Teachers, other employees of Universities/Institutions outside the State.</b>		Officers, Teachers and other employees of the Universities/Institutions outside the State visiting the University on official duty shall be entitled to Travelling allowance, daily Allowance, Reimbursement of Conveyance Expenses and lodging Expenses at the same rate and in the same manner as are applicable to the Officers, Teachers and other employees of the University of corresponding grades while on official duty outside the State.	<a href="#">RC-X</a>
<b>66(ii) Fixed Travelling Allowance</b>		Teachers of other Universities/Institutions whether within or outside the State may be given, in lieu of Travelling Allowance, a fixed amount by the University without insisting on production of vouchers, certificates and other documents, the said fixed amount being calculated in the following manner: (a) The cost of first class railway ticket by the shortest convenient route between the two points plus the amount of Railway reservation charges. (b) In case part or whole of the distance is not covered by a rail-route, the amount admissible for covering such distance by a public bus by the highest class of ticket.	<a href="#">RC-X</a>
<b>67 Travelling Allowance for Non Officials</b>		Non-official members of Authorities of the University and Board of Studies, while attending meetings of such authorities, their Sub-Committees or Boards of Studies shall be entitled to Travelling Allowance and Daily Allowance etc. as are admissible to the employees of the University of the highest grade.	<a href="#">RC-X</a>
<b>68 Travelling Allowance for the Experts attending Selection Committee Meetings.</b>		Experts attending Selection Committee Meetings shall be entitled to Travelling Allowance, Daily Allowance and Reimbursement of Conveyance Expenses as are admissible to employees of the University of the highest grade. In addition they shall also be entitled to free hospitality at the University in lieu of reimbursement of lodging Expenses. They however shall not be entitled to sitting or any other type of fees.	<a href="#">RC-X</a>

## PART-II (PROCEDURE)

### CHAPTER – I GENERAL

(Vide Chapter I of the Rules)

<b>1</b>	<b>Short Title and Extent.</b>	(i) The procedure prescribed in the following paragraphs may be called “The Orissa Universities Accounts Procedure, 1987”. (ii) This procedure shall come into force at the same time as the Rules.	<a href="#">PC-I</a>
<b>CHAPTER – II FINANCIAL ESTIMATE</b> (Vide Chapter II of the Rules)			
<b>2</b>	<b>Classification</b>	Each Major Head of Income or expenditure shall comprise one or more Minor Heads which are individual schemes aimed at specified objectives. A Primary Unit of Appropriation is a more detailed and item wise classification of income and expenditure under each Minor Head. All items of income and expenditure shall be classified into Major Heads, Minor Heads and Primary Units of Appropriation. In the case of Universities, funds are generally received only under Major Heads where as expenditure out of the funds are classified into Major Heads, Minor Heads and Primary Units of Appropriation. Appendix-I gives details of the source of funds and the classification of income as well as expenditure, both Plan and Non-Plan.	<a href="#">PC-II</a>
<b>3</b>	<b>Formulation of proposals for Budget Estimates and preparation of detailed Estimates</b>	The Finance Officer shall obtain from all the spending Officers such details of previous expenditure and other information as may be necessary for the formulation of a correct estimate of expenditure during the current as well as the next financial year. On the basis of the data so collected and in light of any general or special instructions received by the Finance Officer from UGC/CSIR/State Government and other Agencies, he shall prepare detailed estimates of anticipated expenditure and receipts in respect of each Scheme. In the case of proposed new Schemes, he shall indicate the authority for doing so and the sanction of the Body or authority who has agreed to provide funds for the purpose through necessary Grant-in-Aid. He shall also add a descriptive note on each such estimate explaining the aims and objects and programme of work. The revised Estimates for the current year as well as the Budget Estimates for the next year with necessary details shall be passed on by the spending Officer to the Finance Officer so as to reach him not later than the 30 <sup>th</sup> October of each year. Similar estimates shall also be furnished by Heads of Sections of the University Offices.	<a href="#">PC-II</a>
<b>4</b>	<b>Scrutiny of Estimates</b>	The Finance Officer shall cause to be scrutinized in detail the proposals received by him from the Heads of the Departments and Officers of the University in the light of such information as may be at his disposal i.e. any standing or special directions given by the Government or the Vice-Chancellor, any ceiling of expenditure or overall expenditure prescribed by the Body or Authority who is to give the necessary Grant-in-Aid. In case of necessity, he may call for information from the Head of the Department or other Officers of the University concerned for the purpose of modifying the estimates received by him. After completing the scrutiny of the detailed estimates and their revision, wherever necessary, the Finance Officer shall consolidate the figures of estimated receipts and expenditure in the form of abstracts to work out the estimated expenditure or receipts under each Major Head.	<a href="#">PC-II</a>
<b>5</b>	<b>Modifications of Estimates</b>	All Heads of Departments or Sections and other Officers of the University shall furnish modifications if any, to the estimates furnished by them by the 1 <sup>st</sup> December to the Finance Officer.	<a href="#">PC-II</a>
<b>6.1</b>	<b>Preliminary Compilation of the Budget</b>	The Finance Officer shall complete the above scrutiny and compilation work by the 1 <sup>st</sup> December and obtain the orders of the Vice-Chancellor thereon in order to be ready with complete information before the 15 <sup>th</sup> December, taking into account the grants likely to be sanctioned in the coming year.	<a href="#">PC-II</a>
<b>6.2</b>	<b>On the basis of Estimate</b>	On the basis of estimates furnished by the various Officers under the University the Finance Officer shall furnish the financial requirements of the University to the concerned Departments of the State Government.	<a href="#">PC-II</a>
<b>7</b>	<b>Final preparation of Budget Estimates for presentation to the Finance Committee</b>	In the month of December, the finance Officer shall, on the basis of the information available with him as to the Grant-in-Aid and other receipts expected from the Government or other sources, revise the detailed estimates and abstracts where necessary. He shall then prepare a summary of estimated Receipts and expenditure and obtain the approval of the Vice-Chancellor before presenting them to the Finance Committee on or before the 15 <sup>th</sup> December. The Finance Committee after due examination may make such recommendations to the Syndicate as they deem appropriate regarding the approval of the estimates.	<a href="#">PC-II</a>



8 <b>Excess, Surrenders and Re-appropriation</b>		The Heads of Departments or Officers of the University in charge of various schemes shall in the month of October, obtain from the spending officers concerned the progress of expenditures and anticipated expenditure during the remaining months of the year, reassess the position and send a list of excesses and surrenders to the Finance Officer in the form of modifications to the estimates by the 1 <sup>st</sup> October. The Finance Officer shall scrutinize these proposals and placed them for re-appropriation of funds from one head to another within the same Major Head before the Vice-Chancellor for approval and the same shall be reported soon to the Syndicate for ratification. Re-appropriation between Major Heads may be done by the Syndicate with the consent of Finance Committee and the fact reported to the Senate at its next meeting. If necessary, the Finance Officer may obtain a second list of excesses and surrenders in the month of December for similar action.	<a href="#">PC-II</a>
9 <b>Preparation of Revised Budget Estimates.</b>		After the annual Budget Estimates are approved, the Finance Officer shall work out the allotments to be placed at the disposal of each spending Officer in respect of each scheme with which he is concerned. Subject to the powers of incurring expenditure delegated to the various authorities of the University, the spending Officers shall incur expenditure duly sanctioned and shall be responsible for ensuring that the allotments placed at their disposal are not exceeded. They shall submit periodical reports to the Heads of the Departments or Officers of the University concerned on the overall execution of the schemes and carry out such directions which they may issue from time to time. In case it becomes absolutely necessary to exceed the amount sanctioned for any scheme, the sanction of the Vice-Chancellor for incurring expenditure in excess of the allotment may be obtained on the advice of the Finance Officer.	<a href="#">PC-II</a>
<b>CHAPTER – III</b> <b>MAINTENANCE OF UNIVERSITY ACCOUNTS</b> (Vide Chapter III of the Rules)			
10 <b>Separate Accounts for different modes of Receipts.</b>		Funds may be received in any of the three modes, namely, by way of Transfer Credit, through Bank or at the University's Cash Counter. The University shall have three different Accounts to incorporate the inflows and outflows of funds specifically meant to be transacted through each of these three modes. All transactions by way of Transfer Credits shall be entered in Account No.1 in the format given in Appendix-I. Receipts through Banks shall be entered in Account No.2 as in the format at Appendix-II, and all Receipts of the University, Cash counter shall be entered in Account No.3 in the format at Appendix-III. There shall be no interchange or transfer of transaction from one account to the other.	<a href="#">PC-III</a>
11 <b>Transfer credits and Grant-in-aid.</b>	(i)	All money received from the State Government, University Grants Commission or from any other source as Grant-in-aid or contribution shall be duly entered in the Grant-in-aid Register in Form No.1. In addition to the Grant-in-aid Register maintained in Finance Section which shall be the main Register, counter part Registers shall be maintained in the concerned Sections to facilitate a watch on the receipt of funds and as a measures or internal check.	<a href="#">PC-III</a>
<b>Receipts through Banks</b>	(ii)	The dues that are to be paid directly into University account with the Bank shall be through pay-in-slips of the University in Form No.2. The counter-foils of the pay-in-slips retained by the Bank shall be sent to the University along-with a statement of accounts the day following the receipt of such dues.	<a href="#">PC-III</a>
<b>Receipts at the Cash Counter</b>	(iii)a	When money is deposited in cash at the University Cash Counter, the Counter assistant shall issue a receipt in Form No.3 for the amount, noting therein the purpose for which the amount is received. The amount received shall be entered clearly in words as well as in figures. Overwriting shall be avoided. Mistakes shall be scored through in red ink and the correction written legibly by its side on both the original and duplicate of the receipt and the same initiated by the Counter Assistant and attested by the Finance Officer, before the original Receipt is issued to the concerned person.	<a href="#">PC-III</a>
<b>Receipts by way of cheques or Drafts</b>	(iii)b	When money is received in the form of cheque or Bank Draft, each such Cheque or Bank Draft shall be entered on the day of receipt in a Register of Cheques, Bank Drafts and Receipts maintained in Form No.4.	<a href="#">PC-III</a>
12 <b>All Receipts to be Credited to University Accounts</b>		All Receipts, irrespective of the mode in which they are received shall be transferred to or deposited in the University Account within thirty days of such receipt.	<a href="#">PC-III</a>
13 <b>Security Deposits</b>		Security Deposits whether in the shape of Bank Pass Books pledged with the University or in the form of Earnest/Caution money, deposits by Contractors/Suppliers or others as a security default in the performance of the works/supply contracts shall be entered in the Register of Security Deposits maintained in the Finance Section in Form No.5. Before passing on these	<a href="#">PC-III</a>

		documents to Finance section, the Administrative section concerned shall acknowledge the Pass Books/Security Deposits in Form No.6. The Finance Section shall also acknowledge the receipt of these documents from the Administrative section.	
<b>14 Receipts, Donations and Endowments</b>	(i)	Donations and Endowments received from persons or institutions shall be entered in the Register of Endowments in Form No.7. A set of pages shall be allotted for each donor and details of the successive endowments shall be received therein.	<a href="#">PC-III</a>
<b>Investment of Donations received</b>	(ii)	Donations received shall be invested or re-invested in fixed deposits in any of the Scheduled Banks or in any other manner of Bonds, Loans etc. with the approval of the Syndicate.	<a href="#">PC-III</a>
<b>Interest realized on the Endowments</b>	(iii)	Interest realized on the endowments shall be utilized for the purpose for which the donations are made and every year the Finance Officer with the approval of the Vice-chancellor shall send a detailed account of the donations to the donors.	<a href="#">PC-III</a>
<b>15 Payments</b>	(i)	All payments made by the University shall be either in Cash or by Cheque/Bank Draft.	<a href="#">PC-III</a>
<b>Estimate of Cash by Section Officer</b>	(ii)	At the beginning of each day, the Section Officer shall make an estimate of cash actually required for the office to meet the various expenditures during the day. The approximate amount required shall be drawn by means of self-cheque. While making the estimate for withdrawal, the opening balance of cash on hand shall be taken into account.	<a href="#">PC-III</a>
<b>Cheque crossed on payment</b>	(iii)	When payments are made means of cheque, as far as possible, the cheque shall be crossed.	<a href="#">PC-III</a>
<b>Maintenance of Bank Balance Register</b>	(iv)	All cheque issued shall be entered in the Cheque Issue Register in form No.8. The Finance Officer or other Officer authorized to issue cheques shall initial each cheque issued. As far as possible, a separate Register in Form No.8 shall be maintained for each Bank.	<a href="#">PC-III</a>
<b>Maintenance of Daily Payment Register</b>	(v)	All payment made shall be entered in the Daily Payment Register in Form No.9. Information relating to the date of payment, Number of the Voucher, particulars of payment, whether paid by cash or through Bank shall be entered therein.	<a href="#">PC-III</a>
<b>Closing of Daily Payment Register</b>	(vi)	At the end of each day, the Daily Payment register shall be closed and the expenses incurred during the day shall be classified according to the Heads of expenditure mentioned in the Financial estimates. Expenditure under each Head shall be recorded in the expenditure side of the General Cash Book.	<a href="#">PC-III</a>
<b>Verification of Daily Payment Register</b>	(vii)	Each item of expenditure shown in the Daily Payment Register shall be attested by the Finance Officer or Officer authorized for the purpose.	<a href="#">PC-III</a>
<b>Numbering of Vouchers</b>	(viii)	All the vouchers shall be serially paid, the Cashier shall put a 'PAID' stamp on the face of the voucher and put his signature in token of payment made by him.	<a href="#">PC-III</a>
<b>Maintenance of Guard File</b>	(ix)	All the vouchers shall be serially pasted in the guard file separately for each month.	<a href="#">PC-III</a>
<b>Cancellation of Voucher after payment is made.</b>	(x)	As soon as the vouchers and the Daily Payment Register are handed over to the Section Officer, he shall deface each 'PAID' voucher with the word 'CANCELLED'.	<a href="#">PC-III</a>
<b>Preservation of Voucher</b>	(xi)	Vouchers shall be carefully preserved until the life period prescribed is over. Provided that no such vouchers shall be destroyed in respect of which an audit objection, if any, is pending.	<a href="#">PC-III</a>
<b>Bearing of Pay Order on Voucher</b>	(xii)	Every voucher shall bear a pay order signed or initialed by the Finance Officer specifying the amount payable both in words and figures, the Head of Account to which to be charged, allotment under the Head, progressive expenditure and balance available under the Head after the Bill. All pay orders shall be signed by hand and in ink.	<a href="#">PC-III</a>
<b>Stamping on Voucher after Payment made</b>	(xiii)	All paid vouchers shall be stamped 'PAID' and 'CANCELLED' along-with the stamps affixed to vouchers so that they may not be used again.	<a href="#">PC-III</a>
<b>Maintenance of Cash Book</b>	<b>16</b>	The Cash Book shall be maintained in the following manner:	
	(i)	Since Receipts and Payments are made either in cash or by cheques, or by way of advances for future use or by direct payment of money into the credit of the University;s account with the bank, a Cash Book with separate columns for cash, Bank and adjustments shall be used. The Cash Book shall have a 'debit' side to the left where all receipts shall be entered and a 'credit' side to the right to record all payments. The Cash Book shall be maintained in Form No.10.	
	(ii)	All cash receipts and cash payments are to be directly entered in the cash column and all receipts and payments made by means of cheques or drafts are to be entered directly in the Bank column of the Cash Book. The column for Advances shall show advances drawn and adjustments made.	

	(iii)	Every time a payment is made by cheque, it is to be entered directly in the Bank column on the credit side of the Cash Book. Whenever an amount is deposited in the Bank by the University, the same shall be entered on the credit side of the Cash Book. The corresponding debit to Bank account for the deposit in the Bank shall be recorded by entering the amount in the Bank column on the debit side of the cash book.	
	(iv)	When cash is withdrawn from the Bank by a self cheque for office use, two entries are needed to record this fact. The credit to Bank account is given by entering the amount in the Bank column on the credit side of the cash Book, and the debit to cash account is affected by an entry in the cash column on the debit side.	
	(v)	For every debit or credit entry in the General Cash Book, there shall be a corresponding credit or debit entry in the particular account in the subsidiary Cash Book (Ledger) maintained in Form No.11. The page number of the ledger is to be noted in the ledger-folio column of the Cash Book. However, in case of cash deposits in the bank and withdrawals from the Bank, no recording of the transaction in the Ledger is necessary. The letter 'C' (centre) is entered in the ledger-folio column against such entries on each side of the Cash Book to indicate that the contra effect of this transaction is recorded on the opposite side.	
	(vi)	The opening and the closing balance shall be written in red ink.	
	(vii)	While making any payment on a voucher, the voucher number shall be written in red ink.	<a href="#">PC-III</a>
<b>17 Other Registers</b>		In addition to the Cash Book, the following registers shall be maintained.	<a href="#">PC-III</a>
<b>Register of Receipt Books</b>	(i)	Before bringing a Receipt Book into use, a certificate shall be recorded thereon after verification as to the number of receipts contained therein. A record of all Receipt Books shall be maintained in the Register of Receipt Books in Form No.12.	<a href="#">PC-III</a>
<b>Daily Collection Register</b>	(ii)	All money received by the University at the counter and by way of cheques, drafts and money orders, shall be immediately entered in subsidiary Cash Book called the Daily Collection Register in Form No.13. This register will record information serially according to the receipts. At the end of the day, the dealing Assistant shall find out the day's collection under different Heads of receipt and put up the same for perusal and signature of the Finance Officer. The Head wise collection of the day's receipts shall be recorded on the debit side (receipt side) of the Cash Book.	<a href="#">PC-III</a>
<b>Register for Pay-in-slips</b>	(iii)	The Bank "Pay-in-slips" in support of deposits shall be carefully preserved. The details shall be posted in the Register for Pay-in-slips. The Register shall be maintained in the same way as the Daily collection Register and shall be closed every day by transferring the balance to the Main Cash Book. It shall be incorporated different Heads and be put up for perusal and signature of the Finance Officer on the day of receipt from Bank.	<a href="#">PC-III</a>
<b>Register of Advances for Festivals / Purchase of Bicycle / Motor Car etc.</b>	(iv)	This is intended to watch the recovery of short-term advances made in favour of the employees. A combined Register in Form No.14 may be maintained with different parts, one part being devoted to each type of advance. Entry should be made up to-date on the basis of drawal of advance and its subsequent recovery from pay bills at the end of every month and the balance of the outstanding advance recovery from time to time. To watch the progress of recovery of advances and to facilitate excess checking one Register of deductions (recovery) should be maintained. The amount of advance recovered from the pay bills may be maintained there in Form No.14.	<a href="#">PC-III</a>
<b>Register of Advance deposits with PWD/PHD etc.</b>	(v)	The Register shall be maintained in Form No.15. The advances to PWD as deposit for works to be undertaken shall be shown as final expenditure and accounted for as such. This shall be maintained by the Section connected with the specific development of construction work.	<a href="#">PC-III</a>
<b>Register of Misc. Advances</b>	(vi)	Advances such as advance to any other person/Department for specific purchases etc. shall not be shown as final expenditure. They shall be shown as advance and should be treated as final expenditure only on submission of vouchers. The person who has taken the advance will submit bills, vouchers and the unspent cash if any, to the Finance section along with a list of Unverified Vouchers in duplicate in Form No.16. On receipt of the bills/vouchers, the Section Officer (Bills)/Auditor shall acknowledge them immediately in the space provided in Form No.16 and return one copy to the person concerned. To expedite adjustment of the vouchers the auditor shall immediately start scrutinizing them as far as possible in the presence of the person bringing them and/or the authorized representative and part adjustment made if any reflected in Form No.16 (A) which will be returned to the person. Wherever possible part adjustment of the vouchers/cash should be done and the fact recorded in the advance Register along with date before returning the unaccepted vouchers to the person concerned for rectification of the defects in Form No.16 and resubmission of the vouchers in the same manner as before. After scrutiny and acceptance of the vouchers final adjustment slip will be issued to the person	<a href="#">PC-III</a>





<p align="center"><b>21</b> <b>Maintenance of Ledgers</b></p>		<p>The statement which embodies transactions relating to one subject, for a particular period in a classified manner arranged into debit (receipt) and credit (payments) is called an Account/Head of Account. A Ledger is a Register which contains Accounts. A number of pages shall be earmarked in the Ledger for each Head of account so as to cover the transactions relating to that Account throughout the financial year. Each Ledger shall have two sides, one debit and other credit. All debits recorded in the Cash Book shall be recorded on the debit side of the corresponding account in the Ledger. All credits recorded in the Cash Book shall be recorded on the debit side of the corresponding Heads of Account in the Ledger. For ready reference, Heads of accounts shall be noted in the Ledger index.</p>	<p align="center"><a href="#">PC-III</a></p>
<p align="center"><b>22</b> <b>Receipts and Payment Account</b></p>		<p>At the end of each month, the Ledger entries shall be tallied with the corresponding entries in the Cash Book. Discrepancies, if any noticed shall be immediately verified and rectification made. Out of the Ledger balances, a receipt and payment account shall be prepared Head-wise and duly signed by the Finance Officer and Registrar. The monthly or periodical statement of Receipts and payments as prescribed shall be placed before the Vice-Chancellor and the Syndicate. The transaction of Cash Book, the Register for payments by cheque, office copies of the Bills and Advances of book transfer carried by the Finance Officer shall be presented in this statement classified scheme-wise. Further, a monthly abstract of each class of Receipts and Payments in Form No.18 shall be prepared to show (a) monthly total, (b) progressive expenditure up-to the end of preceding month, (c) progressive total to date and (d) budget allotment and (e) balance. This account represents a summary of cash transactions under different Heads during a year. All cash receipts are recorded on the debit side while all cash payments are recorded on the credit side.</p>	<p align="center"><a href="#">PC-III</a></p>
<p align="center"><b>23</b> <b>Statement of Annual Receipts and Payments</b></p>		<p>The statement which shall be presented to the Vice-Chancellor and syndicate shall show the receipts and payments Account pertaining to a particular financial year in the following manner:</p>	
	(i)	<p>It records deficit/expenses on the debit side prefixing "TO" to the name of account, or "BY" to the Head of Account, if there is a surplus over expenditure.</p>	
	(ii)	<p>Balancing of the account is done by finding out the aggregate/sum total of debit (left hand) and credit (right hand) side and putting the excess of either side on the opposite side of account. The description of this entry is done as follows:</p> <ol style="list-style-type: none"> <li>a. If the total of the debit side is more than that of credit side "By excess of Expenditure over Income".</li> <li>b. If the total of the credit side is more than that of the debit side "To excess of Income over Expenditure".</li> </ol>	
	(iii)	<p>It records all income/receipts and expenses relating to the financial year that has ended for a particular purpose or against allotment for that year.</p>	
	(iv)	<p>It records the income and expenses which are due and outstanding relating to the financial year.</p>	<p align="center"><a href="#">PC-III</a></p>
<p align="center"><b>24</b> <b>Statement of Assets and Liabilities</b></p>		<p>This is a statement of Assets owned and Liabilities to be cleared. The excess of Assets over liabilities is termed as Capital Fund or General Fund. The Capital fund is made up of:</p> <ol style="list-style-type: none"> <li>(i) Excess of income over expenditure</li> <li>(ii) Other income and</li> <li>(iii) Surplus which might have been given away to capital.</li> </ol> <p>This statement shall be prepared at the end of the financial year to facilitate a watch over the utilization of grants received from different Agencies and sources.</p>	<p align="center"><a href="#">PC-III</a></p>
<p align="center"><b>25</b> <b>Audit</b></p>		<p>The objects of the audit may be three fold, namely, detection of fraud, technical errors and errors in principle. In order to achieve these broad objectives, the scrutiny of Audit shall cover the following areas.</p>	<p align="center"><a href="#">PC-III</a></p>
<p align="center"><b>Funds for Expenditure on Audit</b></p>	(i)	<p>That there is provision of funds for the expenditure duly authorized by competent authority.</p>	<p align="center"><a href="#">PC-III</a></p>
<p align="center"><b>Expenditure in accordance to</b></p>	(ii)	<p>That the expenditure is in accordance with a sanction properly accorded and is incurred by an Officer competent to do so.</p>	<p align="center"><a href="#">PC-III</a></p>
<p align="center"><b>Payment to proper person</b></p>	(iii)	<p>That payment has, as a matter of fact, been made and has been made to the proper person and that it has been so acknowledged and recorded that a second claim against the University on the same account is impossible.</p>	<p align="center"><a href="#">PC-III</a></p>
<p align="center"><b>Correct classification of charge debitabe</b></p>	(iv)	<p>That the charge is correctly classified and that if a charge is debitabe to the personal account of an employee or other individual or is recoverable from him under any Rule or order, it is recorded as such in a prescribed account.</p>	<p align="center"><a href="#">PC-III</a></p>

<b>Audit of Receipts</b>	(v)	That in the case of audit of Receipts, the sums due are regularly recovered and checked against demand and the sums received are duly brought to the credit in the accounts.	<a href="#">PC-III</a>
<b>Audit of Stores and Stocks</b>	(vi)	That in the case of audit of Stores and Stocks, where a priced account is maintained, Stores are priced with reasonable accuracy, and that the rates initially fixed are received from time to time, correlated with maker rates and revised when necessary.	<a href="#">PC-III</a>
<b>Periodical counting of articles</b>	(vii)	That the articles are counted periodically and otherwise examined for verification of the accuracy of the quantity, balance in the Book and that the total of the valued account tallies with the outstanding amount in the general accounts and that the numerical balance of stock materials is reconcilable with the total of value balances in the account at the rate applicable to the various classes of stores and;	<a href="#">PC-III</a>
<b>Principle for conform the expenditure</b>	(viii)	That expenditure conforms to the following general principles which have for long been recognized as standards of financial propriety namely; a. That the expenditure is not prima facie more than the occasion demands, and that every employee exercise the same vigilance in respect of expenditure incurred from public moneys as a person of a ordinary prudence would exercise on respect of expenditure of his own money; b. That no authority exercises the powers of sanctioning expenditure to pass an order which will be directly or indirectly to its own advantage; c. That public moneys are not, utilized for the benefit of a particular person or section of the community unless the amount of expenditure involved is insignificant or a claim for the amount could be enforced in a court of law or the expenditure is in pursuance of a recognized policy or custom; d. That the amount of the allowances such as travelling allowance granted to meet expenditure of a particular type is so regulated that the allowances are not on the whole a source of profit to the recipients;	<a href="#">PC-III</a>
<b>26 Functions of Internal Audit</b>	(i)	The Primary function of the Internal Auditors shall be to assist in ensuring the accuracy and completeness of Accounts, to ensure that all revenue and receipts collected are brought to account under the proper Heads that all expenditure and disbursement are authorized, vouched and correctly classified and that the final account represents a complete and true statement of financial transactions it purports to exhibit.	<a href="#">PC-III</a>
<b>Enforcing economy in the expenditure of public money</b>	(ii)	For enforcing economy in the expenditure of public money, it is the duty of the internal Auditor to bring to notice through the Finance Officer, all cases of wastefulness in public administration and in fructuous expenditure.	<a href="#">PC-III</a>
<b>Assistance to the Internal Auditor</b>	(iii)	The Internal Auditor shall provide all possible assistance within the sphere of his functions to the Finance Officer to ensure Financial Control. He shall render all assistance in effecting compliance on the audit paras of the Local Fund Audit.	<a href="#">PC-III</a>
<b>Act. as a External Auditor by Internal Auditor</b>	(iv)	He shall act as External Auditor in the matter of verification of Stock and Stores of the University.	<a href="#">PC-III</a>
<b>Suggestion of Changes and Improvement by Internal Auditor</b>	(v)	While pin-pointing errors, omissions or departures from norms, it shall also be his duty to suggest changes and improvements in procedure so as to minimize errors without detriment to the smooth conduct of the multifarious business of the University.	<a href="#">PC-III</a>
<b>CHAPTER – IV</b> <b>PAYMENT OF SALARY AND ALLOWANCES</b> (Vide Chapter IV of the Rules)			
<b>27 Payment of Salary and allowances</b>		The salary bills for Teachers and employees of the University including those in constituent Colleges/Institutions are usually paid by the Finance Officer through crossed cheque on the basis of the bills prepared manually or by other suitable mechanical or electronic process. To facilitate the disbursement of salary and allowances to Teachers and other employees of constituent Colleges/institutions, the Vice-Chancellor may prescribed a procedure under which funds specifically earmarked in the Budget for salary and allowances of Teachers and employees of each institutions may be placed at the disposal of the drawing and Disbursing Officer of such institutions in quarterly or other suitable installments.	<a href="#">PC-IV</a>
<b>28 Bill Register</b>		All Drawing Officers who draw and disburse salary and allowances shall maintain a Bill Register in Form No.19. The Bill Register shall be maintained Department-wise suitably classified e.g. Plan and Non-Plan etc. Separate totals of gross figures may be struck Department-wise against the Budget/allotment to bring out the total gross salary and allowances of the Department so far during the financial year including that month against the Budget allotment for the corresponding	<a href="#">PC-IV</a>

		period. All corrections and alterations in the Bill Register shall be attested, dated and initialed by the Finance Officer.	
<b>28.1 Payment Procedure</b>		The salary of Officers and Teachers shall invariably be paid by crossed cheque whereas the class IV staff may be paid in cash. Were ever possible the other employees also may be paid by crossed cheque. The payments are to be made against signatures affixed on the acquittance Roll in Form No.20. The acquittance Rolls should be presented to the payees for their signatures on the 25 <sup>th</sup> of the month or if it is a holiday , on the following working day. In case a payee is unable to sign in the Acquittance Roll for whatever reason. The Finance Officer may draw his pay (or credit the same into his Bank Account) provided, however that the payee leves an authorization with the Finance Officer to the effect that his salary on his behalf may be drawn and disbursed for the specified months to the person so authorized.	<a href="#">PC-IV</a>
<b>29.2 Specimen Signature of Every Officer, Teachers and other employees</b>		Every Officer, Teacher and other employees at the time of joining in the University shall forward a set of three specimen signatures to the Finance Officer duly attested by another Officer or Teacher of the University. These specimen signatures shall be kept by the Finance Officer as a permanent record for future reference and verification whenever necessary.	<a href="#">PC-IV</a>
<b>30 Deduction</b>		The adjustments of statutory and voluntary deductions like Provident Fund, Insurances, Income Tax, recoupment of loans and advances, rentals, taxes etc. made in the gross salary of the employees shall be deposited in the appropriate accounts within the first week of the succeeding month.	<a href="#">PC-IV</a>
<b>CHAPTER – V</b> <b>EXAMINATION FEES AND EXPENDITURE</b> (Vide Chapter V of the Rules)			
<b>32 Collection of Examination Fee</b>	<b>2</b>	Examination fees in respect of non-collegiate candidate and students of the Post-Graduate Departments of the University are received directly by the Examination General section of the University in the form of Bank drafts drawn in favour of the Finance Officer or in the form of Pay-in-slips issued by the Bank in support of the credit of the amount to he University Account. Examination fees in respect of the candidates from the affiliated/constituent colleges may be initially collected by the respective Principals in cash. The Principals then remit the fees to the Examination General section of the University in the form of bank drafts drawn in favour of the Finance Officer along-with the statement giving alphabetical list of the candidates in Form No. 21. The Examination General Section shall scrutinize these documents to verify the eligibility of the candidates to be admitted to the Examination, correctness of the fees paid by them and other matters of detail. After this scrutiny which shall be completed within a period of seven days, the Controller of Examinations shall forward the same to the Finance Officer with a statement in Form No. 22 in triplicate giving full details of the Examination fee received from different Principals/candidates.	<a href="#">PC-V</a>
<b>33 All dues to be paid before examination</b>	(i)	The Registrar/Controller of Examinations/Officers authorized shall ensure that every candidate who has applied to appear in an examination has paid the requisite examination fee, late fee (where it is payable) and all other dues of the University before he is allowed to appear at the examination.	<a href="#">PC-V</a>
<b>Claims by a candidate</b>	(ii)	Candidates who claim to have paid the fee by way of chalan/Pay-in-slip shall be required to attach the receipt in Form No.3 in original with the application form. A plea of loss of receipt shall not ordinarily be entertained.	<a href="#">PC-V</a>
<b>Degree-in-Absentia</b>	<b>34</b>	After each convocation, the Registrar shall prepare a Register of Degrees in Absentia in Form No.23 for the persons who were absent at the convocation. When the prescribed fee is paid for the issue of a Degree-in-absentia, the number of the Bank Draft/Pay-in-slip shall be recorded in the prescribed column and further action taken in accordance with the procedure.	<a href="#">PC-V</a>
<b>35 Register of provisional Certifi- cates/ Marksheets</b>	(i)	When an application for such a certificate is received, the particulars thereof shall be entered in a Register of Provisional Certificates/Mark Sheets in Form No.24, and necessary follow up action taken.	<a href="#">PC-V</a>
<b>Issue of Provisional Certificates / Mark Sheets</b>	(ii)	Provisional Certificates/Mark Sheets for which a fee has been prescribed by the University shall be issued from bound books in which the legends shall be printed on the foils with brief particulars on perforated counterfoils. The Certificates and their counterfoil, shall be in the form of books page numbered mechanically.	<a href="#">PC-V</a>
<b>36 Control and Check Register</b>		In the month of October or at any other time prescribed each year, the Registrar/Controller of Examinations or other Officer duly authorized for the purpose shall supply to the Finance Officer a list of examinations to be conducted by the University during the next financial year and the	<a href="#">PC-V</a>

		probable dates of such examinations along with the estimated amount required for meeting the connected expenses. The list shall be pasted as an index on the Register of Examinations. The estimate for expenditure is to be recorded in the Register for Expenses maintained in Form No.25. A separate page shall be allotted for each examination to indicate the estimates and for the actual so as to form the basis of control and check on expenses.	
<b>37 T.A. Claims</b>		The claims for Travelling Allowances in connection with examinations shall be verified by the Registrar/Assistant Registrar/Controller of Examinations and processed in the prescribed manner.	<a href="#">PC-V</a>
<b>38 Expenditure on Secret Work</b>	(i)	Payments for printing of question papers and secrete works undertaken for examination shall be made by the Registrar/Controller of Examinations or an Assistant Registrar duly authorized for the purpose. For this purpose the Registrar/Controller of Examinations may draw temporary advances from time to time which shall be dealt with in the prescribed manner but for the purpose of adjustment it shall not be necessary to furnish details. However, the bills of the firms without disclosing their names and addresses may be furnished wherever possible along with a certificate furnished by the Controller which shall be sufficient for the Audit purposes. All such transactions shall be entered in a cash Book of Secrete Expenditure meant for the purpose by the Controller of Examinations in Form No.11.	<a href="#">PC-V</a>
<b>Keeping of such Secret Account</b>	(ii)	The Registrar/Controller of examinations/Officer authorized shall keep detailed subsidiary accounts of such payments. These accounts shall not be auditable by the auditors but may be reviewed and audited by the Vice-Chancellor to whom the Cash Book of Secrete Expenditure shall be sent once a year or at such intervals as may be prescribed for the purpose.	<a href="#">PC-V</a>
<b>Other Payments</b>	<b>39</b>	All payments other than those referred to in paras 37 and 38 above arising out of the conduct of examinations as and when made by the Finance officer or the disbursing Officer concerned shall be entered in the Register of examination Expenditure in Form No.25.	<a href="#">PC-V</a>
<b>Estimate of Centre Expenses</b>	<b>40(1)</b>	The Centre Superintendent/Officer authorized to conduct the examination or the Controller of examinations is required to prepare an estimate of expenses for each Centre. The estimates shall be prepared as follows: <ul style="list-style-type: none"> <li>a. Students assigned to the Centre to sit at the Centre and the actual expenditure for the last three years shall be the basis of the advance.</li> <li>b. The expenses that vary with number of students shall be calculated per candidate, and the fixed expenses shall be arrived for the Centre as a whole.</li> <li>c. In view of great variation in number of candidates appearing at different subjects, a floor or minimum expenditure for each Centre or subject shall be incorporated in the aggregate estimates for the Centre.</li> </ul>	<a href="#">PC-V</a>
<b>Disbursed of Amount</b>	<b>40(2)</b>	The aggregate amount so estimated in para 40.1 above shall be disbursed to the Centre Superintendent. In case the amount falls short of the actual expenses, then payment for that Centre shall be made on production of vouchers/bills to be submitted within 30 days along with a request for an increase in the advance. In the meanwhile the Controller of examinations may look in to the interim claims and allow only what is reasonable.	<a href="#">PC-V</a>
<b>Checking of Final Expenses</b>	<b>40(3)</b>	At the end of each examination the Examination section Shall obtain and check the final expenses respecting that examination.	<a href="#">PC-V</a>
<b>Remuneration for setting papers and for valuation of scripts</b>	<b>40(4)</b>	Remuneration for valuation of Answer Scripts and Setting papers shall be paid as follows:	<a href="#">PC-V</a>
<b>Paper Setters</b>	(i)	The paper setters shall be paid immediately on receipt of the question papers in the manner laid down for payment of Secrete Expenditure in Para 38 above. Every paper setter shall be provided with a copy of Form No.26 which should be filled up and should be basis of payment without waiting for a bill from the paper-setter.	
<b>Evaluation of answer scripts</b>	(ii)	The examiners appointed for evaluation of answer scripts and practical examination shall be paid on completion of the work and submission of the valued scripts in the form No.26. No separate bills need be insisted upon.	
<b>Contingent Expenditure</b>	(iii)	Contingent expenditure if any incurred by the paper setter or examiner shall be reimbursed immediately after submission of the bills in Form No.27, if the expenditure is admissible.	
<b>Tabulators Checking etc.</b>	(iv)	Expenditure towards Remuneration for tabulation, Scrutiny, Checking, Typing and Transcription etc. These expenditure shall form a part of estimates referred to in (i) above. The actual payment after publication of results to persons engaged in these works shall be paid forthwith on submission of a consolidated bill for payment.	<a href="#">PC-V</a>



**CHAPTER – VI**  
**CENTRAL LIBRARY**  
(Vide Chapter VI of the Rules)

<b>41.1</b> <b>Library Committee</b>	<b>41.1</b>	The Library Committee allots funds to the different Post Graduate Departments/Post Graduate Centres for purchase of Books/Journals etc. for the Library or for the Centres of the University. The Librarian/Heads of the Departments/Directors of Centres shall prepare and scrutinize the demands of their respective Departments, Centres and either call for quotations or select the Book/Journals etc. from the authorized price lists from the various established Publishers and Book Sellers keeping in view of funds available for the purpose. The Librarian, the Head of the Department or the Director, as the case may be shall wherever necessary prepare a comparative statement of the costs of the Books/Journals etc. quoted by different Book Sellers/Publishers so as to facilitate the choice of the Book Sellers/Publishers on whom orders are to be placed.	<a href="#"><u>PC-VI</u></a>
<b>41.2</b> <b>Delegation of Financial Powers</b>	<b>(i)</b>	The Librarian/Head of the Department/Director with the concurrence of the Finance Officer is competent to place orders for Books/Journals etc. not exceeding Rs.5,000/- in the case of any one Department in a financial year.	<a href="#"><u>PC-VI</u></a>
<b>Purchase order between 5000-25000</b>	<b>(ii)</b>	The proposals for placing orders for Books, journals etc. above Rs. 5,000/-but not exceeding Rs. 25,000/- in a year shall require the approval of a Committee constituted of the following: (a) One Member of the Syndicate to be nominated by the Syndicate (b) Registrar, (c) Finance Officer, (d) Librarian/Head of the Department /director.	<a href="#"><u>PC-VI</u></a>
<b>Purchase order exceeding 25000</b>	<b>(iii)</b>	Proposals for purchases exceeding Rs. 25,000/- in a year shall be placed before the Syndicate with the recommendations of the Committee constituted in sub-para (ii) above.	<a href="#"><u>PC-VI</u></a>
<b>41.3</b> <b>Placement of Order</b>		All orders for supply of Books, Journals etc. shall be placed in Form No. 28. In case of Orders placed by the Head of the Department/Director, copies of such orders shall be simultaneously forwarded to the Librarian and the Finance Officer.	<a href="#"><u>PC-VI</u></a>
<b>42</b> <b>Receipt of Books</b>		On receipt of the Books from the Suppliers, they shall be counted and entered in an Accession Register of Books in Form No.29. The Librarian shall record a certificate on the bill to the effect that the Books have been received in good condition and that the quantity as recorded are according to the order. He shall also certify that the prices charged in the bill are the prices of the Publishers or their representatives . In case of rare and out of print books, when the original published price has no bearing on the market price, the Librarian shall certify that the cost payable is reasonable and has been accepted by the Library Committee. However in case of books of foreign publishers procured from an Indian Supplier certificate shall be appended to the effect that the supplier has charged at the Publisher's price. The bill may then be passed on to the sanctioning authority wherever necessary for countersignature and on ward transmission to the Finance Officer for payment. A member of the Library Committee or any person authorized by the Committee may verify the new books received in the Library. The Committee shall ensure that the classification and allotment of books are beneficial to the department which has requisitioned them. Single copies of books shall not be issued unless specifically permitted by the Department from whose grant the book was procured.	<a href="#"><u>PC-VI</u></a>
<b>43</b> <b>Records and Registers</b>		The following records and registers shall be maintained in the form indicated against each. 1. Order form (Form No.28) 2. Accession Register order form (Form No.28) 3. To be converted as shelf list(in cord form)(Form No.28) 4. Catalogue (in cord form) (Form No. 30) 5. Withdrawal Register (Form No.31) 6. Overdue Register (Form No.32) 7. Periodicals Register (current) (Form No.33) 8. Binding Register (Form No.34) 9. Gate Register (Form No.35) 10. Circulation Statistics Register (Form No.36) 11. Diversion Register (Form No.37) 12. Membership Register (Registration) (Form No.38) 13. Reprography Register (Form No.39) 14. Reference Register (Form No.40) 15. Loan Record: (i) In the form of a Register for University Employees In the form of tickets for students.	<a href="#"><u>PC-VI</u></a>

<b>44 Accession Register</b>	(i)	There shall be an Accession Register for each of the following: (i) Books purchased (ii) Periodicals (bound) (iii) Reports (iv) Bulletins (v) Thesis (vi) Maps and charts (vii) Gifts (viii) Note Book materials (Microfilms, Micro-cards, Film Strips etc.) Accession of books shall be completed within 30 days of the receipt of the books in the Library.	<a href="#">PC-VI</a>
<b>Self List</b>	(ii)	The shelf list shall carry the shelf number (Call number of the documents in addition to the Accession number). The shelf list shall be arranged strictly in the order in which the documents are solved in the Library. The shelf list shall not ordinarily be used for any other purpose except stock verification and book selection and shall be kept in safe custody.	<a href="#">PC-VI</a>
<b>Unsolicited Gifts</b>	(iii)	Unsolicited gifts shall be verified by a member of the Committee and shall be accessioned only if they are found useful by the respective department or the Library Committee and of abiding interest to the Library. Gifts specially requested and publications received in exchange shall also be shelf listed and included in the Library collection and stock verification.	<a href="#">PC-VI</a>
<b>Withdrawal Register</b>	(iv)	The withdrawal Register shall furnish the information about the Books and Journals withdrawn from the stock either because of loan, mutilation, unfitness for further use or requisition by the Head of the specific department where grant was used. It shall be a pre-bound Register. After the Books to be withdrawn are entered in the Register, reasons and authority giving the withdrawal number shall be reproduced in the remarks column against appropriate entry in the Accession Register. Steps shall be taken to replace them according to procedure laid down for purchases.	<a href="#">PC-VI</a>
<b>Overdue Register</b>	(v)	The books and other publications which are lent but have become over due and on which fine is to be charged shall be entered in the overdue Register in Form No.32 after the closing time for the return of the books the day following the due date. The amount of the fine ultimately charged shall also be entered in that Register. If the fine has been exempted or remitted for any reason, it shall be indicated in the Register with the order number and date of remission under the initials of the Librarian.	<a href="#">PC-VI</a>
<b>Overdue, Fines etc.</b>	(vi)	Over due charges for late return of books and fines for lose or damage of University property shall be deposited by the persons concerned at the University cash counter which will receive all the amounts on receipt of demand from the Librarian. The persons concerned shall deposit the receipt with the Librarian for record.	<a href="#">PC-VI</a>
<b>45 Stock taking</b>		The stock taking of the Library shall be done in accordance with the procedure prescribed by the Library Committee from time to time keeping in view the following guidelines:	<a href="#">PC-VI</a>
<b>Books / Reading Materials</b>	(i)	Books/reading materials in the Library are not normally to be treated on par with the other stocks and materials.	<a href="#">PC-VI</a>
<b>Stock Verification</b>	(ii)	The stock verification in the Library should be a continuous process of shelf verification at an interval of 30 days. The verification of Journals and periodicals should be carried out on a sample basis several times before the annual stock taking.	<a href="#">PC-VI</a>
<b>Detailed Physical Verification</b>	(iii)	The detailed physical verification of the Library shall be conducted each year section-wise Journal or periodical wise preferably during the semester/trimester/vacation/holiday breaks by the Librarian preferably in association with other Officers not concerned with the Library. Prior to the period of physical verification, all the books issued as far as possible shall be called back in order to facilitate the verification work. The verification period for each section shall not exceed a week. A programme of verification for the quinquennium shall be drawn up to complete the work within the stipulated period fixed for the purpose. The Librarian is to be held constructively responsible for any mismanagement or loss of stock discovered and he shall investigate the matter and the actual responsibility on the person/persons concerned.	<a href="#">PC-VI</a>
<b>Furniture, Equipments and other materials</b>	(iv)	With regard to furniture, equipments and other materials or stores in the Library, a separate stock Register shall be maintained in Form No. 43 and the stock periodically verified as provided for Stock and Stores in this Manual.	<a href="#">PC-VI</a>
<b>46 Clearance of Dues</b>		The students and staff members when leaving the University must take a 'No due certificate' from the Library.	<a href="#">PC-VI</a>
<b>47 Losses, damage, write off of losses</b>	(i)	The loss or damage or mutilation of books and journals shall be dealt with as per procedure laid down for loss of cash/stores in the appropriate chapters.	<a href="#">PC-VI</a>

Losses between 500 – 5000	(ii)	The Librarian with the concurrence of Finance Officer is competent to write off losses arising out of normal wear and tear and non-recoverable dues not exceeding Rs. 5,000/- in a year provided that no single item exceeds Rs.500/- in cost/magnitude.	<a href="#">PC-VI</a>
Losses between 5000-25000	(iii)	Proposals for writing off losses over Rs. 5,000/- but not exceeding Rs. 25,000/- in a year require the approval of a Committee consisting of the following: (a) One member of the Syndicate to be nominated by the Syndicate. (b) Registrar, (c) Finance Officer, (d) Librarian.	<a href="#">PC-VI</a>
Losses exceed 25000	(iv)	Proposals for writing off losses above Rs. 25,000/- in a year require the approval of the Syndicate.	<a href="#">PC-VI</a>
<b>CHAPTER – VII</b> <b>STOCK AND STORE</b> (Vide Chapter VII of the Rules)			
48.1 Indents for Stores	(i)	The Vice-Chancellor may nominate an Officer of the University to be officer-in-charge of stores. Every year in the month of January, the Officer-in-charge of Stores shall call for annual indents from different Departments/Sections giving details of their probable requirements of Stores for the financial year beginning in April, Indents may be entertained at any other time of the year also in case of requirements which are unforeseen and hence could not be included in the annual indents.	<a href="#">PC-VII</a>
Indents based on past requirement	(ii)	Indents are based on past requirement/consumption and future requirement based on estimated increase/decrease and shall specify the quality, quantity, make(Brand), source and purpose. Indents shall be prepared in Form No.41 and may be placed by an Officer not below the rank of Section Officer.	<a href="#">PC-VII</a>
The Officer-in-Charge of Store	(iii)	The Officer-in-charge of stores shall compile, classify and consolidate the indents received along-with the likely costs of the purchases and obtain the administrative sanction prior to placing it before the Finance Officer or other Officer or Committee authorized to procure stores	<a href="#">PC-VII</a>
48.2 Requisitions for Stores		Any Officer not below the rank of Section Officer shall be competent to place requisitions for stores in Form No.42.	<a href="#">PC-VII</a>
49 Direct Purchase	(i)	Purchase worth Rs. 500/- or less may be made directly by the Officer-in-charge of stores with the concurrence with Finance officer without inviting quotations or tenders but keeping in mind the general norms prescribed for purchases.	<a href="#">PC-VII</a>
Limit Quotations	(ii)	Purchases worth less than Rs.5,000/- but more than Rs.500/- shall be made through invitation of the limited quotations., which shall be exhibited in prominent places like the Notice Boards of the University and/or by circulation to all the Firms duly registered with the University as suppliers.	<a href="#">PC-VII</a>
Open Tenders	(iii)	Purchase exceeding Rs. 5,000/- in worth shall be effected through public tenders invited through at least one daily news paper besides being displayed on the Notice Boards of the University. In case of large purchases exceeding Rs.25,000/- when wider publicity is desirable, the tenders shall be invited through atleast one English and one Oriya daily having a large circulation.	<a href="#">PC-VII</a>
50 Procedure for inviting Quotations and Tenders	(i)	The notices inviting limited quotations/open tenders shall among other things, provide for the following: a. Description and Brand of items of purchases to be made together with the detailed specifications of quality and purpose of use. b. Quantity or volume to be purchased and the date of delivery. c. Production of Income Tax and Sales Tax clearance certificate or the excise licence etc. necessary in such items. d. Earnest Money or security deposit of an amount not below Rs.1,000/- or any higher sum specified. e. Place of supply and the manner of delivery and payment. f. Time allowed for submission of tender, g. Date of opening of tender, h. Special condition if any;	<a href="#">PC-VII</a>
Terms & Condition	(ii)	All deliveries shall be made at the headquarters of the University unless expressly specified otherwise, in the purchase order. All disputes arising out of the transaction shall be subject to the jurisdiction of Orissa High Court. Samples, if need be in sealed packets may be asked for whenever necessary. The supply should always agree with the samples in all respects.	<a href="#">PC-VII</a>



<b>Time period</b>	(iii)	Fifteen clear days shall normally be allowed between the date of issue of notice inviting tenders and the date fixed for receiving them through, in urgent cases, this period may be reduced to seven days.	<a href="#">PC-VII</a>
<b>Opening of Tenders/Quotations</b>	(iv)	Tenders/Quotations shall be opened by the Officer inviting the tender or by another responsible Officer specially authorized in this behalf or by the Purchase Committee. The Officer opening the tenders shall invariably put his initials with the date in all documents. All corrections shall be numbered and initialed in red ink and at the end of each page, the number of such corrections on each page shall be indicated in red ink and be initialed. Tenders containing unauthorized corrections and other signs of mutilation are liable to be rejected. Reasons shall normally be recorded before declaring any tender invalid.	<a href="#">PC-VII</a>
<b>Comparative Statement</b>	(v)	A comparative statement of all tenders/quotations received may be prepared under the supervision of the Officer concerned. While doing so all special conditions laid down or special concessions expected/offered in the quotations/tenders shall also be prominently shown and their money value be evaluated to facilitate clear comparison and appreciation of the different offers.	<a href="#">PC-VII</a>
<b>51 Criteria for Selection</b>		Normally in selecting tenders/quotations, the financial status of the tenderers, their business capability, creditworthiness, the security offered, previous record of execution of orders and their general dealings with the University etc. shall be taken in to consideration. Other conditions being equal, ordinarily, the tender valued the lowest shall be accepted. In case of departures, reasons shall be recorded in writing. Due regard shall be given to the following factors in addition to the evaluated prices of the material under consideration. i) Efficiency and running cost; ii) Durability of the material; iii) Reliability or gurantee of quality; iv) Necessary for repairs and alternations; v) After sales services; vi) Saving in ad availability of spares due to standardization; vii) Suitability for the purpose in view and viii) Teaching qualifications, financial standing and general reputations of the Contractor or supplier.	<a href="#">PC-VII</a>
<b>52 Rate of Contracts &amp; Inspections</b>	(i)	Wherever feasible, advantage shall be taken of the rate contract entered in to by Suppliers with the Director of Export Promotion and Marketing, Orissa or the Director General of Suppliers and Disposals, Government of India.	<a href="#">PC-VII</a>
<b>Purchase Materials for Laboratories</b>	(ii)	In respect of purchase of materials for Laboratories, such as chemicals, glass-wares, etc. direct procurement by supply contracts may be arranged with reputed manufacturers and rate contracts may be arranged. Special reasons and grounds shall be recorded for such purchase arrangements.	<a href="#">PC-VII</a>
<b>Manufactured in India</b>	(iii)	All articles manufactured in India shall be subject to inspection before acceptance. Articles/goods for which specifications/tests have been prescribed by the competent authority shall be required to conform to such specifications/tests which may be carried out before dispatch from the Supplier's premises.	<a href="#">PC-VII</a>
<b>53 Foreign Indents</b>		Indents for articles manufactured abroad which need to be specially imported should be placed on the Director General of Supplies and disposal, or authorized importer who shall transfer such indents to the Director General, India Store Department, London or India Supply Mission, Washington. Articles so purchased shall be subject to inspection or test by the purchasing agencies of the Government of India abroad.	<a href="#">PC-VII</a>
<b>54.1 Purchase Committee not exceeding 5000</b>		Purchase of Stores and materials not exceeding Rs.5,000/- may be made by the Officer-in-charge of Store (or the Head of a P.G. Department as the case may be) with the concurrence of Finance Officer.	<a href="#">PC-VII</a>
<b>54.2 Purchase Committee between 5000-25000</b>		Purchase of stores and materials exceeding Rs.5,000/- in worth shall be processed through the appropriate Purchase Committee, who shall be competent to order purchases up to Rs. 25,000/-. Purchases above that limit shall require approval of the Syndicate.	<a href="#">PC-VII</a>
<b>University Purchase Committee</b>	(i)	The Purchase Committee for the purchase of materials for the Administrative Departments shall consist of the following members: (a) One member of the Syndicate to be nominated by the Syndicate. (b) Registrar (c) Finance Officer (d) Officer-in-charge of Stores	<a href="#">PC-VII</a>

<b>Departmental Purchase Committee</b>	(ii)	The Purchase Committee for the purchase of materials for the P.G. departments shall consist of the following members: a. Head or Chairman of the Post-Graduate Council or his nominee. b. Head of the concerned Department. c. Finance Officer.	<a href="#">PC-VII</a>
<b>54.3 Officer-in-Charge of Stores/Head P.G. Department.</b>		The Officer-in-charge of Stores is or the Head of a P.G. Department as the case may be, is empowered to place orders for supply on the basis of the recommendations of the Purchase Committee.	<a href="#">PC-VII</a>
<b>54.4 Single Tender exceeding 5000</b>		In case of single tender involving purchases exceeding Rs.5,000/- in worth the recommendations of the Purchase Committee be submitted to the Vice-Chancellor through the Finance Officer for orders.	<a href="#">PC-VII</a>
<b>55 Recording of Stores and Stock</b>		All Stores received shall be examined, listed, counted, measured or weighted as the case may be by a responsible Officer when delivery is taken and a certificate to the effect that the quantities there of are correct is to be recorded on the body of the respective invoices. The Officer-in-charge of the Stores or the Head of P.G. Department in case of Departmental purchases shall be required to give the following certificates on the body of the invoices/bills while, forwarding them to the Finance Officer for payment. Certified that: 1. The articles mentioned in the bill have been received in good condition and in accordance with the quality for which order was placed. 2. The articles have been entered in the Stock Register at page. 3. The price mentioned against each article is according to the quoted price already accepted and the bill is transmitted for payment of Rs. 4. The monetary limits for purchase of articles have not been exceeded. 5. The administrative approval for the above purchases has been obtained from the competent authority in Lr. No. Dt. of the Department.	<a href="#">PC-VII</a>
<b>56 Payment</b>		After the stores have been received in good condition from the Supplier and have been taken in to stock, the Officer-in-charge of Stores (or Head of P.G. Department as the case may be) shall send the supplier's Bill along with the certificates mentioned in para 55 above to the Finance Officer for payment.	<a href="#">PC-VII</a>
<b>57 Verification of Stock &amp; Stores</b>	(i)	Physical verification of all stock/stores shall be made at-least once in every financial year preferably before the close of the financial year by an Officer or Committee of Officers as may be specially authorized by the Vice-Chancellor in this behalf subject to the condition that the verification shall not be entrusted to a person who is (a) the custodian of the stores or (b) the Ledger-Keeper or Accountant of the Stores to be verified or (c) who is employed under the custodian, the Ledger-Keeper or the Accountant. A certificate of verification of stores with its results shall be recorded on the inventory or the store ledgers at the appropriate pages, in case of perishable stores, the verification shall be made twice a year.	<a href="#">PC-VII</a>
<b>Physical Verification</b>	(ii)	While making physical verification, the following points shall invariably be observed: a) Verification preferably shall always e made in the presence of the Officer responsible for the custody of the stores or his authorized representative. b) All discrepancies resulting from depreciation (normal usage, shrinkage etc. shall be brought to account immediately, so that the stores account may represent the true state of affairs, and c) Shortages and damages as well as unserviceable stores, shall be reported immediately to the Vice-Chancellor through the Finance Officer. d) Stores held in excess of the requirements over a reasonable period or in excess of prescribed maximum limits shall be brought out. Ordinarily, stores remaining in stock for over a year shall be considered surplus unless there is good reason to treat them otherwise. Surplus and obsolete stores shall be brought to the notice of the Vice-Chancellor through the Finance Officer for disposal. e) Losses/shortages not due o depreciation shall be classified under the following Heads: 'Losses due to theft or fraud' 'Losses due to neglect' 'Losses due to an act of God and other calamities such as fire etc.' 'Losses on account of obsolescence of stores or purchases made in excess of requirements' 'Losses arising from incorrect or careless accounting' 'Other losses due to damage etc.'	<a href="#">PC-VII</a>

<b>Role of Officer-in-Charge in verification</b>	(iii)	<p>(a) The Officer-in-charge of Stores shall fully investigate the cause of any deficiency brought out on the verification and send a full report on it to the Vice-Chancellor through the Finance Officer along with the verification report. Any loss to the University arising out of misconduct or neglect on the part of any University employee concerned shall be made good by recoveries effected from the employee concerned. Any recovery so made shall be recorded in the stock accounts.</p> <p>(b) Any excess detected during stocktaking shall, after investigation be entered in the stock accounts at once as a receipt with the remarks "excess found on stock verification".</p> <p>(c) In case of discrepancy between the count and quality of stock entry in the stock register and the stock found in actual verification, the responsibility shall be fixed after due investigation.</p> <p>(d) Any defalcation or fraud detected or suspected to have been perpetuated shall be reported immediately to the Vice-Chancellor for further necessary action. The procedure will be the same as laid down in Chapter III(Rules) for cash.</p>	<a href="#">PC-VII</a>
<b>58.1 Write off of losses etc.</b>		<p>Previous sanction of competent authority shall be obtained for the writing off of all losses deficiencies or depreciations in the value of stores.</p> <p>(i) The Officer-in-charge of Stores with the concurrence of Finance Officer, is competent to write off losses not exceeding Rs. 5,000/- in a year provided no single item in book value exceeds Rs.500/- in cost.</p> <p>(ii) In all other cases, the proposals for writing off losses shall require the approval of a Committee consisting of the following:</p> <p>(a) One member of the Syndicate to be nominated by the Syndicate.</p> <p>(b) Registrar;</p> <p>(c) Finance Officer and</p> <p>(d) Officer-in-charge of Stores or in case of P.G. Departments, the Head of the P.G. department concerned.</p>	<a href="#">PC-VII</a>
<b>58.2 Declaring Stores as unserviceable</b>		Each order declaring stores as unserviceable shall record the full reasons for condemning them and how the condemned stores are to be disposed of i.e. whether by sale, public auction or otherwise. The head of the office shall record full particulars regarding all condemned stores in suitable lists from which their disposal can be watched.	<a href="#">PC-VII</a>
<b>Power of Officer-in-Charge to dispose of</b>	(i)	The Officer-in-charge of Stores, with the concurrence of Finance Officer is competent to fix the off-set price and to dispose of old/unserviceable stores, materials, machinery, tools & plants etc. not exceeding the cost of Rs. 5,000/- in book value provided no single item exceeds Rs.500/- in cost.	<a href="#">PC-VII</a>
<b>Misc.</b>	(ii)	<p>In all cases, the proposals for fixing the off-set prices and for disposing of old/ unserviceable stores /materials /machinery/ tools &amp; plants shall require the approval of a Committee consisting of the following:</p> <p>(a) One member of the Syndicate to be nominated by the Syndicate.</p> <p>(b) Registrar;</p> <p>(c) Finance Officer and</p> <p>(d) Officer-in-charge of Stores or in case of P.G. Departments, the Head of the P.G. department concerned.</p>	<a href="#">PC-VII</a>
<b>CHAPTER – VIII</b> <b>WORKS</b> (Vide Chapter VIII of the Rules)			
<b>59 Officer-in-Charge of Works</b>		The Vice-chancellor may nominate an Officer of the University to be known as Officer-in-charge of works for the purpose of initiating and co-ordinating the various activities connected with the execution of works, provided that he may nominate more than one officer to be in-charge of different works or items of works depending on the exigencies of the situation.	<a href="#">PC-VIII</a>
<b>60 Requisition for works</b>		The Officer-in-charge of works on his own motion or on requisition addressed to him in writing by the Head of a Teaching Department or by an officer of the University may take up preparations of the estimates of works by competent technical authority.	<a href="#">PC-VIII</a>
<b>61 Preparation of Estimates</b>		The Plans and Estimates shall be prepared by or under the supervision and responsibility of competent technical authority.	<a href="#">PC-VIII</a>
<b>62 Schedule of Rates</b>		<p>(i) Schedules of rates prescribed by the P.W.D. shall be the basis of preparing of estimates.</p> <p>(ii) In working out the rates, the tenders accepted for works during the preceding twelve months as well as the rise or fall of rates and prices shall be taken in to account. When the rates and prices are changing rapidly so as to make the preparation of an accurate, firm estimate impossible, the competent authority may authorize a certain percentage over and</p>	<a href="#">PC-VIII</a>

		above the scheduled rates to cover likely variations. These additional rates are to be added to the relevant rates of materials or labour.	
<b>62.1 Tenders</b>		Tenders shall be called for in respect of every work to be executed by contract exceeding Rs. 5,000/- in value in the following manner: (i) By a notice pasted on the Notice Board in the office of the University and by exhibiting in the notice boards of P.W.D., P.H.D., G.P.H.D. and O.S.E.B. as may be required. (ii) By advertisement in one Oriya Daily newspaper for the works exceeding Rs.50,000/-	<a href="#">PC-VIII</a>
<b>62.2 Competency of Tender Call</b>		The calling of tenders may be dispensed with by the authority competent to award contracts (vide para 70) in the following cases: (a) In the case of a supplemental maintenance work which is found urgently necessary after the annual maintenance contract for that work has been settled, provided the estimated cost of the supplemental maintenance work does not exceed the original maintenance estimate by an amount as may be prescribed. (b) In case of any emergent works not exceeding Rs. 10,000/- in cost when the loss or damage which may arise from any delay is likely to outweigh the advantage arising from calling for tenders.	<a href="#">PC-VIII</a>
<b>62.3 Contract Document</b>		Before tenders are invited for the execution of a work on contract, the Officer-in-charge of works shall prepare a 'Contract Document' which shall include:- (i) A complete set of drawings, showing the general dimensions on the proposed work and so far as necessary details of the various parts. (ii) A complete specifications of the work to be done and the materials to be used wherever the specifications are not standard. (iii) A schedule of the quantities of the various descriptions of work, and (iv) A set of conditions of contract to be compiled with the tenderer in case his tender is accepted.	<a href="#">PC-VIII</a>
<b>62.4 Tender Notice</b>		Every advertisement or notice inviting tenders shall give the following details: (i) When and where the contract documents may be inspected; (ii) When and where tenders are to be submitted; (iii) When and where they are to be opened; (iv) The amount of Earnest Money which shall not normally be less than 1% of the estimated cost of the work and the amount and nature of security required in case the tender is accepted; (v) The authority competent to accept the tender, and (vi) That the authority competent to accept the tender reserves the right to reject any or all the Tenders received without assigning any reason.	<a href="#">PC-VIII</a>
<b>62.5 Permission to examine the estimates</b>		Contractors may be permitted to examine the estimates for a work but the data statement showing the actual cost of materials and the distance of the leads on which the estimate is based shall not be shown to them, nor shall it form part of the contract documents nor shall it be revised after the acceptance of Tender.	<a href="#">PC-VIII</a>
<b>62.6 Validation of Tender</b>		No Tender shall ordinarily be treated as valid unless it is accompanied with by the earnest money specified in the Tender Notice in the shape of NSC/Government Bond/Savings Bank Account pledged in favour of the Finance Officer.	<a href="#">PC-VIII</a>
<b>62.7 Consideration of Tender</b>		In the case of capital works the estimated cost of which exceeds Rs. 25,000/-, tenders from Engineering Firms of standing and from Contractors registered with State P.W.D./ Construction Corporation/ other Engineering wings in or out side the district for such capital work may be considered. Provided, however that in case of works of an estimated cost not exceeding Rs.25,000/- it is sufficient if tenders from duly registered contractors alone are considered.	<a href="#">PC-VIII</a>
<b>63 Tender Committee</b>		A Tender Committee consisting of one member of the Syndicate to be nominated by the Syndicate, the Registrar, the Finance Officer ad the Officer-in-charge of works shall consider and evaluate the Tenders. The nominee of the Syndicate or in his absence the Registrar shall be the Chairman of the Committee.	<a href="#">PC-VIII</a>
<b>64 Opening of Tenders</b>		(i) The Tenders so invited shall be opened at the time and place specified for the purpose. The sealed covers containing the Tenders shall be opened in the presence of Tender Committee members and such of the Tenderers or their authorized agents as may be present. Until the sealed covers are so opened, they shall be kept in the personal custody of he Officer-in-charge of works. On opening the Tenders, the Chairman of he Tender Committee or an Officer authorized for the purpose shall initial all corrections appearing in each tender and get them duly attested by the Tenderer or his authorized representatives. If there are corrections in the Tender unattested by the Tenderer a note of such corrections shall be made on the Tender itself.	<a href="#">PC-VIII</a>

		<ul style="list-style-type: none"> <li>(ii) After the tenders are opened, they shall be entered in a Register against each work. The Officer-in-charge of works shall certify to the correctness of the entries with reference to the original tenders which shall be preserved and made available for the purpose of audit.</li> <li>(iii) A Tenderer who withdraws the Tender without valid reason shall be liable to forfeit the Earnest Money besides rendering himself liable to removal from the list of Contractors maintained by the University.</li> </ul>	
<b>65</b> <b>Evaluation and Acceptance of Tenders</b>		<ul style="list-style-type: none"> <li>(i) Tenders shall be evaluated keeping in mind the capacity and probity of the Contractor to execute the work according to the specifications and with the items prescribed with due regard to the rates quoted.</li> <li>(ii) The lowest Tender satisfying the conditions shall ordinarily be accepted by the Committee. Where it is considered undesirable to accept the lowest Tender, the reasons shall be clearly recorded in writing by the Committee.</li> <li>(iii) When the lowest Tender is rejected, the next lowest tender shall be considered. If it is considered undesirable to accept that Tender also, the next higher tender shall be considered. In every case of rejection of a Tender, the reasons therefore, shall be recorded in writing.</li> <li>(iv) No Tender shall be accepted at rates different from those specified therein.</li> <li>(v) There shall be no available delay in the disposal of the Tenders after they are opened. The Committee shall dispose of the Tenders ordinarily within a week of the date on which they are opened and in any case within a period not exceeding one month.</li> <li>(vi) Tenders which exceed the estimated rate or amount shall not ordinarily be accepted. When on the ground of urgency or for other special reasons it is proposed to accept such tender, the previous sanction of the competent authority shall be obtained as indicated in para 70.</li> </ul>	<a href="#">PC-VIII</a>
<b>66</b> <b>Award of Contract</b>		<ul style="list-style-type: none"> <li>(i) After the acceptance of the Tender, the work order to commence the work may be placed by the Officer-in-charge of works within 30 days, provided the contract/agreement, complete in all respects, has been duly executed.</li> <li>(ii) The Tenderer shall execute the agreement/contract in Form No.44 similar to the F2 Agreement prescribed by P.W.D. within 15 days from the receipt of work order.</li> <li>(iii) In addition to the Earnest Money deposited by the successful Tenderer at the time of submitting his tender, he shall furnish initial security at the rate of one percent of the estimated amount at the time of acceptance of Tender. In addition, there shall be a deduction of three percent from the bills payable to him so as to make a total security deposit which will not be less than five percent of the estimated cost of the work. This amount shall be refunded to him six months after the payment of the final bill and the issue of completion certificate in his favour by the Officer-in-charge of works.</li> </ul>	<a href="#">PC-VIII</a>
<b>67</b> <b>Execution of Works</b>		<ul style="list-style-type: none"> <li>(i) The Officer-in-charge of works shall be responsible to ensure that the terms of conditions are strictly enforced and that no act is done tending to nullify or vitiate the contract. The Agreements and security Bonds entered into with the University by the contractors for execution of work shall be subject to provisions of Stamp Duty, if not exempted.</li> <li>(ii) Advances to Contractors are, as a rule, prohibited except against work done or materials supplied or against a Bank Guarantee or other suitable documents pledged to the Finance Officer.</li> <li>(iii) In case of any breach of any of the terms of the contract by the Contractor, The University may terminate the contract and proceed against the Contractor for any damage caused by such breach of the contract. Besides, the Security Deposit made by the Contractor shall be forfeited.</li> <li>(iv) Applications for extension of time for the completion of a work may be entertained in exceptional cases by the authority competent to award the contract, who may allow or reject the request within 30 days from the date of application by the Contractor.</li> </ul>	<a href="#">PC-VIII</a>
<b>68</b> <b>Check Measurement of Works</b>		<ul style="list-style-type: none"> <li>(i) All works shall be check measured by Officer-in-charge of works in the Measurement Book in Form No.45 and the fact of check measurement shall invariably be noted in the Measurement Book at the time of such check measurement. The items check measured shall be indicated by the initials of the checking officer which shall be placed on the left side of the column 'particulars' in the line with the items check measured.</li> <li>(ii) In cases where check measurement is not possible after the work has advanced beyond a certain stage, the check measurement shall be made sufficiently early.</li> <li>(iii) In exceptional cases in which check measurement has been rendered impossible the reasons for the same shall be entered in the Measurement Book.</li> </ul>	<a href="#">PC-VIII</a>



69.1 Closing of Works		Immediately on the completion of a work it shall be the duty of the Officer-in-charge of works to close the accounts of the work and prepare the Completion Report in Form No.46. On satisfactory completion duly certified by the Officer-in-charge of Works, the Final Bill of the Contractor will be passed for payment.	<a href="#">PC-VIII</a>																														
69.2 Part Payment to the Contractors		"Part payments to the Contractor against work done may also be made on the recommendation of the Officer-in-charge of Works whenever necessary".	<a href="#">PC-VIII</a>																														
70 Delegation of Financial and Administrative powers	(i)	<p>Technical and Administrative Powers for preparation of estimates, according technical sanctions and administrative approval, evaluation of tenders and award of contracts shall be exercised by the following Officers/Authorities in respect of the works executed directly by the University or through Contractor (s) under the direct supervision of the University.</p> <table border="1" data-bbox="467 457 1383 1003"> <thead> <tr> <th>Estimated cost of works</th> <th>Preparation of estimates</th> <th>Technical sanction</th> <th>Administrative approval</th> <th>Evaluation of Tenders and award of contracts</th> <th>Remark</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> </tr> </thead> <tbody> <tr> <td>Upto Rs.5,000/-</td> <td>J.E./Asst. Engineer</td> <td>J.E./Asst. Engineer</td> <td>Officer-in-charge of works</td> <td>Officer-in-charge of works</td> <td></td> </tr> <tr> <td>Above Rs.5,000/- But below Rs.25,000/</td> <td>J.E./Asst. Engineer</td> <td>J.E./Asst. Engineer</td> <td>V.C.</td> <td>V.C.</td> <td></td> </tr> <tr> <td>Above Rs.25,000/-</td> <td>Asst. Engineer vetted by Officer-in-charge of works</td> <td>Officer-in-charge of works</td> <td>Syndicate</td> <td>Syndicate</td> <td></td> </tr> </tbody> </table>	Estimated cost of works	Preparation of estimates	Technical sanction	Administrative approval	Evaluation of Tenders and award of contracts	Remark	1	2	3	4	5	6	Upto Rs.5,000/-	J.E./Asst. Engineer	J.E./Asst. Engineer	Officer-in-charge of works	Officer-in-charge of works		Above Rs.5,000/- But below Rs.25,000/	J.E./Asst. Engineer	J.E./Asst. Engineer	V.C.	V.C.		Above Rs.25,000/-	Asst. Engineer vetted by Officer-in-charge of works	Officer-in-charge of works	Syndicate	Syndicate		<a href="#">PC-VIII</a>
Estimated cost of works	Preparation of estimates	Technical sanction	Administrative approval	Evaluation of Tenders and award of contracts	Remark																												
1	2	3	4	5	6																												
Upto Rs.5,000/-	J.E./Asst. Engineer	J.E./Asst. Engineer	Officer-in-charge of works	Officer-in-charge of works																													
Above Rs.5,000/- But below Rs.25,000/	J.E./Asst. Engineer	J.E./Asst. Engineer	V.C.	V.C.																													
Above Rs.25,000/-	Asst. Engineer vetted by Officer-in-charge of works	Officer-in-charge of works	Syndicate	Syndicate																													
Deposit Works	(ii)	In respect deposit works, administrative approval may be accorded by the same Officers/Authorities as in sub para (i) above within the financial limits prescribed therein.	<a href="#">PC-VIII</a>																														
Award by Officer/Authority	(iii)	<p>The Officer/Authority to award a Contract shall also be competent to allow up-to 10% excess over any of the individual rates rendered as well as 10% excess over the total estimates. In case of excess over individual rates and or total estimate by over 10% , the authority competent to allow the same shall be as follows:</p> <table border="1" data-bbox="467 1220 1383 1276"> <tbody> <tr> <td>a) Works estimated up-toRs.5,000/-</td> <td>Tender Committee</td> </tr> <tr> <td>b) Works estimated above Rs.5,000/-</td> <td>Syndicate</td> </tr> </tbody> </table>	a) Works estimated up-toRs.5,000/-	Tender Committee	b) Works estimated above Rs.5,000/-	Syndicate	<a href="#">PC-VIII</a>																										
a) Works estimated up-toRs.5,000/-	Tender Committee																																
b) Works estimated above Rs.5,000/-	Syndicate																																
Competency of Officer/Authority	(iv)	<p>(i) The Officer/authority competent to award a contract shall also be competent to allow up-to 10% excess over any or all of the rates in the schedule of rates in a situation of rapid fluctuation of rates. In case of excess over the schedule of rate by 10% the authority competent to allow the same shall be as follows:</p> <table border="1" data-bbox="467 1402 1383 1459"> <tbody> <tr> <td>a) Works estimated up-to Rs.5,000/-</td> <td>Tender Committee</td> </tr> <tr> <td>b) Works estimated above Rs.5,000/-</td> <td>Syndicate.</td> </tr> </tbody> </table>	a) Works estimated up-to Rs.5,000/-	Tender Committee	b) Works estimated above Rs.5,000/-	Syndicate.	<a href="#">PC-VIII</a>																										
a) Works estimated up-to Rs.5,000/-	Tender Committee																																
b) Works estimated above Rs.5,000/-	Syndicate.																																
<b>CHAPTER – IX</b> <b>VEHICLES</b> (Vide Chapter IX of the Rules)																																	
71 Officer-in-Charge of Vehicles		<ul style="list-style-type: none"> <li>(i) Officer-in-charge of University vehicles.</li> <li>(ii) He shall check the inventory of tools and plants of each vehicle in his charge every month and take steps to recover losses, if any.</li> <li>(iii) He shall scrutinize the entries in the Log Book once every week to ensure that there is no misuse of the vehicles and that the entries made in the book have been made fully and correctly.</li> <li>(iv) He shall get the vehicles tested every half year on the road-worthiness of each vehicle and the average fuel efficiency of the vehicle expressed in kilometers per liter of fuel.</li> <li>(v) In the event of any vehicle showing appreciable fall in kilometer-age per liter below the approved norm, a per Appendix-I he shall bring the matter to the notice of the Registrar or other Officer authorized by the Vice-Chancellor and the vehicle shall be got tested by the M.V.I. or other Technical Officer mentioned in para 75.</li> </ul>	<a href="#">PC-IX</a>																														

		<p>(vi) He shall ensure that the hire charges for the use of the vehicles are recovered promptly and credited to the appropriate University Account:</p> <p>(vii) He shall ensure timely maintenance and repairs of the vehicles in his charge.</p> <p>(viii) He shall furnish a half yearly report to the Registrar/Vice-Chancellor regarding</p> <ol style="list-style-type: none"> <li>a) Observance of the procedure of maintenance of records prescribed for the purpose.</li> <li>b) Expenditure incurred on maintenance and repairs.</li> <li>c) Recoveries of hire charges in respect of non-scheduled journeys, and</li> <li>d) Road-worthiness and fitness of vehicles.</li> </ol>	
<b>72</b> <b>Maintenance of Records</b>		The following records shall be maintained separately for each vehicle.	<a href="#">PC-IX</a>
<b>Log Book</b>	(i)	A log Book shall be maintained in Form No.47 by the Driver of each vehicle and the same placed before the Officer-in-charge of vehicles at the end of each week for verification of the entries made in the Log Book. The opening page of the Log Book shall give the particulars of the vehicle such as the make, model, year of purchase, chassis number cost, Registration number etc. necessary to evaluate performance. The Log Book of each vehicle shall be closed at the end of the month and an abstract prepared in respect of the scheduled and non-scheduled performance in Form No.47. A copy of the same shall be pasted in the Log Book.	<a href="#">PC-IX</a>
<b>Stock Register</b>	(ii)	A stock Register shall be maintained for each vehicle in Form No.48 to record the cost of the vehicle and the stock of spares, equipments and accessories purchased from time to time in an appropriate manner to show the expenditure and the details of the stock in hand. This register shall be kept in office. The opening page of the Stock Register shall contain the detailed particulars of the vehicle as in the Log Book.	<a href="#">PC-IX</a>
<b>Hire Account Register</b>	(iii)	A Hire Accounts Register shall be maintained in respect of each vehicle in Form No.49 showing the details of the use of the vehicle for purposes other than normal scheduled works. An account of non-scheduled journeys performed by each vehicle shall be sent to the Finance department each month by the first week of the following month and the Finance Department shall maintain a Register showing the amounts recovered from the user/hirer towards hire charges indicating the mode of recovery.	<a href="#">PC-IX</a>
<b>73</b> <b>Hire Vehicles for Officers not below the rank of a Class II Officer</b>	(i)	The Officers not below the rank of a Class II Officer and the Heads of P.G. Departments may requisition a University vehicle on hire for private use. The requisition shall be addressed to Officer-in-charge of vehicles indicating therein the date and time of the use of vehicle in Form No.50. The Officer-in-charge may entertain the requisition in such a manner that the University work shall not be hampered in any way.	<a href="#">PC-IX</a>
<b>Hire Vehicles for Officers and Teachers</b>	(ii)	Officers and Teachers other than those mentioned in sub-para (i) above, may also requisition vehicles of the University on payment of hire charge on medical grounds.	<a href="#">PC-IX</a>
<b>74</b> <b>Hire Charges</b>		The hire charges for the private use of vehicles shall be prescribed from time to time by the Syndicate.	<a href="#">PC-IX</a>
<b>75</b> <b>Repair and Maintenance of Vehicles</b>	(i)	<p>(i) Estimates of repairs and replacement of parts (other than tyres, tubes and batteries) not exceeding Rs. 1,000/- may be undertaken under the orders of the Officer-in-charge of vehicles with the concurrence of Finance Officer.</p> <p>(ii) Estimates of repairs and replacement of parts (other than tyres, tubes and batteries) exceeding Rs.1,000/- may be undertaken on the advice of any one of the Technical Officers mentioned below:</p> <ol style="list-style-type: none"> <li>a) The M.V.I. of the District.</li> <li>b) The Technical officer of any of the State Government Transport Corporations or Undertakings like O.R.T. Company, OSRTC, OSCTC etc. not below the rank of an Assistant Engineer.</li> </ol> <p>(iii) The expenditure on maintenance and repairs of the University vehicles shall not exceed the amounts specified in Appendix-II, excluding replacement of tubes, tyres and batteries. The replacement of tyres/tubes and batteries shall be undertaken on the basis of life and norms of minimum performance prescribed in Appendix-III. However, on the recommendation of the M.V.I. or other Technical Officer, tyres/tubes, shock-absorbers and batteries may be replaced by the Officer-in-charge of the vehicles even before the expiry of the life span or kilometerage prescribed.</p>	<a href="#">PC-IX</a>
<b>76</b> <b>Condemnation of Unserviceable Vehicles</b>	(i)	Proposals to condemn vehicles which have outlived their economic life or have otherwise become unserviceable shall be submitted to the competent authority by the Officer-in-charge of vehicles. The proposal shall be supported by the opinion of the Technical Officer with his views on the offset price to be fixed for its disposal.	<a href="#">PC-IX</a>

<b>Competent Authority</b>	(ii)	The competent authority may thereafter fix the offset price of the vehicle to be condemned and dispose of the same in the prescribed manner.	<a href="#">PC-IX</a>
<b>77.1 Mode of Disposal of Condemned Vehicles</b>		Condemned and unserviceable vehicles shall be disposed of by inviting sealed tenders failing which by public auction failing which by negotiation in the manner prescribed below.	<a href="#">PC-IX</a>
<b>77.2 Sealed Tenders</b>	(i)	Sealed Tenders may be invited through at-least one Oriya daily, prescribing the Earnest Money of not less than 10% of the offset price or Rs.1,000/- whichever is higher. Valid offers received within the prescribed time shall be opened and considered in the presence of the Tenderers or their authorized agents. The highest Tenderers shall deposit 25% of the bid amount (in addition to the Earnest Money) on the spot, pending confirmation of the tender by competent authority and the balance within with-in 7 days from the date of confirmation. The highest tender below the offset price shall not be accepted.	<a href="#">PC-IX</a>
<b>Open Auction</b>	(ii)	When the highest sealed tender is below the offset price, the vehicle shall be disposed of by public auction from among those who had offered their tenders in sealed covers. The highest bidder shall deposit 25% of the bid amount (in addition to the Earnest Money) on the spot, pending confirmation of the bid by competent authority and the balance with-in 7 days from the date of confirmation. The highest bid below the offset price shall not be accepted.	<a href="#">PC-IX</a>
<b>Negotiation</b>	(iii)	When the highest bid in the open auction also is less than the offset price, the vehicle may be disposed off by negotiations subject to confirmation of the same by the competent authority.	<a href="#">PC-IX</a>
<b>78 Disposal of vehicles</b>		<p>(i) The successful party shall deposit 25% of the amount (in addition to Earnest Money already deposited by him) immediately after the tender/auction/negotiations pending confirmation by competent authority and the balance with-in 7 days of the confirmation. On his failure to make these payments, the deposits including the Earnest Money shall be forfeited and the vehicle put to tender afresh.</p> <p>(ii) The vehicle shall be removed from the site with-in 7 days from the date of depositing the full amount of the tender/bid/negotiated amount. The custody and safety of the vehicle after the full amount is deposited shall be the responsibility of the party and no claim or complain on that account shall be entertained.</p> <p>(iii) On failure of the party to remove the vehicle within the time specified, ground rent at the rate of one percent of the tender/bid/negotiated rate shall be charged for each day or part of the day of delay till the removal of the vehicle from the site.</p> <p>(iv) When the ground rent so charged exceeds the sale price deposited the party shall cease to have any right on the vehicle. The amount so deposited by him shall be adjusted by him shall be adjusted towards the ground rent and the vehicle shall become property of the University free from encumbrances.</p>	<a href="#">PC-IX</a>
<b>79 New Vehicles</b>		Whenever purchase of a new vehicle has been sanctioned by way of replacement, the sale proceeds of the old vehicle shall be deposited in the University Account before purchase of the new vehicle.	<a href="#">PC-IX</a>
<b>80 Fixing of Offset Price</b>		<p>The following authorities shall be competent to fix the offset price of unserviceable vehicles and to confirm their disposal by sealed tender/auction/negotiations.</p> <p>(i) In case where the offset price of the vehicle/successful tender/bid/negotiated price does not exceed Rs. 25,000/-, a committee consisting of the following shall exercise such powers</p> <p>(a) One member of the Syndicate to be nominated by the Syndicate.</p> <p>(b) Registrar</p> <p>(c) Finance Officer</p> <p>(d) Officer-in-charge of vehicles</p> <p>(ii) In case where the offset price/successful tender/bid/negotiated rate exceeds Rs.25,000/- the Syndicate shall exercise such powers.</p>	<a href="#">PC-IX</a>
<b>CHAPTER – X TRAVELLING ALLOWANCE (Vide Chapter X of the Rules)</b>			
<b>81 Sanction &amp; approval of Tour Programmes / Diaries and Sanction of TA advances</b>		Sanction of advance TA to an extent of 75% of the amount, approval of tours/tour programme prior to the journey is undertaken and approval of tour diary/tour report after completion of the journey may be accorded by the under mentioned Officers in favour of Officers/Teachers other employees as indicated below:	<a href="#">PC-X</a>



		<p>(a) All journeys (both inside and outside the State) in respect of Registrar, Finance Officer, Controller of Examinations, Deputy Registrar, Development Officer and other Class I Officers Vice-Chancellor</p> <p>(b) Journey inside the State in respect of all other Officers/Assistant Registrar/Assistant Controller of examinations/P.G. Teachers Registrar</p> <p>(c) Journeys inside the State in respect of all employees not covered under (a) &amp; (b) above The Class I Officer in charge of the Section.</p> <p>(d) All journeys outside the State. Vice-Chancellor</p> <p>Once the tour is performed and the tour report/diary is approved by the competent authority, the Officer/Teacher/other employees may submit the TA bill along with the approved tour diary for checking and encashment through Finance Section without any need for countersignature of the TA bill by any authority.</p>	
<b>82</b> <b>Reimbursement of Conveyance Expenses and Accommodation Expenses.</b>	(i)	Reimbursement of Conveyance Expenses may be allowed subject to production of a certificate furnished by the Officer/employee concerned. Reimbursement of accommodation Expenses shall, however, be made only against submission of the original vouchers in token of payment of the cost of accommodation in addition to a certificate to be furnished by the Officer or employee concerned that he has not availed of any concessional accommodation provided by any Government/University or other Public Authority.	<a href="#">PC-X</a>
<b>Forms</b>	(ii)	All claims for T.A., D.A. etc. in respect of Examiners or of the members of the Authorities of the University, Boards of Studies and other Academic Bodies shall be made in Form No.52. Such claims in respect of the Officers/Teachers and other employees of the University shall be made in Form No.51.	<a href="#">PC-X</a>

Sources of Fund (1)	RECEIPTS Major Heads (2)	EXPENDITURE	
		Major Head (3)	Minor Head (4)
NON-PLAN State Government	Salary of permanent staff borne out of Block grant	Salary	Pay of Officer Pay of establishment (Administration) Pay of establishment (P.G. Deptts. Non-Teaching) Pay of Teachers T.A. to authorities T.A. to Vice-Chancellor T.A. to Officers T.A. to Teachers including delegates except on Examination duty T.A. to Establishment other than Examination duty T.A. to Inspectors of Colleges T.A. for Misc. purposes T.A. for Leave Travel Concession
	Travelling Allowance	Travelling Allowance	T.A. to authorities T.A. to Vice-Chancellor T.A. to Officers T.A. to Teachers including delegates except on Examination duty T.A. to Establishment other than Examination duty T.A. to Inspectors of Colleges T.A. for Misc. purposes T.A. for Leave Travel Concession
	Office contingencies (Telephone charges, P.O.L. Electric charges, Stationary, Water Charges, Repair of furniture and fixture)	Stationary and Printing	Cost of paper Cost of Stationary Cost of printing other than Examination materials
		Rent and Taxes	Vehicle Tax Insurance charge for vehicles, Library etc.
		Grants Donation & Subscription	Subscription to Inter University Board Subscription to Sports Board of India Subscription to Learned Bodies & Societies Subscription to Common Wealth University Association Vice-Chancellor's Discretionary Fund.
		Prize and Medals	Chancellor's debate Prize University Oriya Debate Prize University Gold Medals
		Student Welfare	Conduct of Seminars, Centenaries including debate competitions, Audio-visual Club, Sports, Games and other expenditure of Sports Council, Remuneration & T.A. to Extension Lecturers.
		Office contingencies	Postage & Telegrams, Advertisements relating to Administration matter, Electric charges, Trunkcall & Installation charges and rent, Liveries, Refreshment, Convocation & other charges, Reporting of speeches, Misc. contingencies, Remuneration of Colleges, Legal expenses, Foundation Fund, Unforeseen charges, Opening of I.A.S. coaching Centre Honorarium to chief of Employment Information & Guidance Bureau, Honorarium to staff engaged in urgent and time bound work, Refund of Tuition fee to Children of Employees, Petrol, Oil, Lubricants, Maintenance of vehicles, Rushikulya Water Supply, Maintenance of Hospital & cost of materials.
	Maintenance of Building	Maintenance of Building	Maintenance of Roads, Maintenance of Buildings, Maintenance of electricity, Maintenance of P.H. Works, P.G. Departments.
	Laboratory and Dept. Contingencies	Laboratory contingencies	P.G. Departments.
	Library Lump Grant	Department Contingencies	P.G. departments.
	Seminar Expenditure	Books & journals	Central Library.
	Field Trips	Seminar Expenditure	P.G. Departments.
		Field Trips	P.G. Departments

	Law Colleges	Grant-in-Aid	Law College High School
Other Agencies	Youth Welfare Board, Prize for Co-op. Debate, Prize for debate competition on matters of National importance	Prizes and Medals	Conduct of Youth Welfare Board, Prize for Co-op. debate, Prize for debate competition on matters of National importance.
Own Receipt	Examination	Centre Expenses Travelling Allowance Remuneration	T.A. to Officers on Examination duty. T.A. to Examiners and paper setters. Remuneration to Tabulators and Scrutinizers. Remuneration to Examiners, paper setters, Tabulators, Scrutinizers. Typing of results. Remuneration for writing Admit Card, Certificate, Publication of results.
		Stationary & Printing	Cost of papers, Cost of printing of Examination materials & confidential materials.
		Misc.	P.O.L. for vehicles sent on Examination duty. Advertisement of Exam. Materials. Honorarium to staff engaged in Examination work.
	Interest on investments (out of donated Endowments) Interest on investment (out of own fund)	Prizes & Medals	
U.G.C. Plan U.G.C.	Affiliation, Misc. receipt Loan & Advances Schemes Salary of teaching staff , Books and journals, Building,	Schemes Salary of teaching staff, Books & journals, Building, Misc.	Loan and Advances P.G. Departments
State Government	Misc. Salary of Officers/Non-teaching staff, Buildings , Misc.	Salary	P.G. departments
		Buildings, Misc.	Name(s) of Building (s)

**ITEMS UNDER ACCOUNT NO.1**  
(State Government Grants & own Funds)

**STATE GOVERNMENT:-**

**PLAN**

- a) Salary of staff
- b) Matching share of building projects
- c) Special Development Grant

**BLOCK GRANT- NON-PLAN**

- a) Salary of Permanent staff borne out of Block Grant
- b) Salary of UGC Finance Staff (Merit Promotion Scheme)
- c) 2 ADA doses
- d) Travelling Allowance
- e) Office contingencies (Telephone charges, P.O.L., Electric charges, Stationery, Water charges, Repair of furniture & fixture)
- f) Maintenance of buildings
- g) Laboratory & Departmental contingencies
- h) Seminar expenditure
- i) Field trip
- j) Library lump sum grant
- k) Law College
- l) High school
- m) V.C's reserve fund to meet the deficit under any Major Head
- n) Research grant

**OWN RECEIPT-**

**NON-PLAN**

- a) Examination
- b) Affiliation
- c) Internal accrued out of Endowments
- d) Internal accrued on investment of own fund
- e) Miscellaneous.

ITEMS UNDER ACCOUNT NO.2

U.G.C. GRANT

PLAN

- a) Salary of Teaching staff/other staff
- b) Books and Journals
- c) Equipments
- d) Buildings
- e) Miscellaneous

NON-PLAN

- a) Schemes sanctioned outside plan allocation.

[PC-III](#)

ITEMS UNDER ACCOUNT NO.3

UGC	Direct Awards	Fellowships/Contingencies
	Personal schemes	Fellowships/Contingencies/Equipments
CSIR	Direct Awards	Fellowships/Contingencies
	Personal Schemes	Fellowships/Contingencies/Equipments
DOE	Personal Schemes	Fellowships/Equipments/Travel grant/Contingencies/Expendable items/Overhead charges
DST	Personal Schemes	-do-
DOD	Direct Awards	Fellowships/Contingencies
ICSSR	Personal Schemes	Fellowships/Travel grants/Contingencies
BSI	Personal Schemes	Fellowships/Travel grants/Contingencies

[PC-III](#)

MINIMUM EXPECTED FUEL CONSUMPTION KILOMETEREAGE PER LITRE OF FUEL

Type of Vehicle	Plain Road	Hill Road	Town run
1	2	3	4
<b>DIESEL VEHICLE</b>			
Jeep with M.D. 2350 (diesel)	10 K.M.	9 K.M.	8 K.M.
Jeep with F.D.P.4.90 (PEUGEOT engine (diesel)	11.5 K.M.	10.5 K.M.	10 K.M.
Standard 20(Diesel)	9 K.M.	8.5 K.M.	8 K.M.
Hindustan Trekker (Diesel)	11 K.M.	10 K.M.	9 K.M.
Tata Trucks & Buses (diesel)	5 K.M.	4.5 K.M.	4.5 K.M.
Layland Trucks & Buses (Diesel)	4.5 K.M.	4.2 K.M.	4.2 K.M.
Hindustan Trucks & Buses (Diesel)	5 K.M.	4.5 K.M.	4.5K.M.
Ambassador Car (Diesel)	11 K.M.	10 K.M.	9.5 K.M.
Metador Vans (Diesel)	11 K.M.	10 K.M.	9.5 K.M.
<b>PETROL VEHICLES</b>			
Jeep (Petrol)	7 K.M.	6 K.M.	5 K.M.
Fist/Premier President/Premier Padmini	13 K.M.	12.5 K.M.	11 K.M.
Ambassador Car	10 K.M.	9 K.M.	8 K.M.

[PC-IX](#)

**CH-IX  
APPENDIX-II**

Type of Vehicle	Minimum Life	Minimum year K.M.	Year	Amount in Rs.
1 Car/Jeep/station Wagon/Pick up/ Trekker	2 10 years	3 20,000	4 1 <sup>st</sup>	5 760
			2 <sup>nd</sup>	2,875
			3 <sup>rd</sup>	2,110
			4 <sup>th</sup>	5,700
			5 <sup>th</sup>	2,110
			6 <sup>th</sup>	3,800
			7 <sup>th</sup>	2,465
			8 <sup>th</sup>	5,700
			9 <sup>th</sup>	2,875
			10 <sup>th</sup>	4,180
Bus	10 years	35,000	1 <sup>st</sup>	3,050
			2 <sup>nd</sup>	13,195
			3 <sup>rd</sup>	20,300
			4 <sup>th</sup>	30,930
			5 <sup>th</sup>	29,420
			6 <sup>th</sup>	22,836
			7 <sup>th</sup>	23,225
			8 <sup>th</sup>	28,650
			9 <sup>th</sup>	15,485
			10 <sup>th</sup>	30,420

[PC-IX](#)

**CH-IX  
APPENDIX-III**

Type of Vehicles	Minimum life of		Shock absorber
	Tyre/Tube in K.M.	Batteries (in years)	
1 Car/Jeep/Station Wagon/ Trekker/Pick- up/Vans	2 30,000 K.M.	3 3 years	4 Years
Bus	40,000 K.M.	2 years	Years

[PC-IX](#)



# FORMS

(I)

**Form No.1**

(vide para11(i))

**GRANT-IN-AID REGISTER**

(To be maintained in Finance Section)

Year.....

Sl. No.	Sanction No. & date	Amount Sanctioned	Purpose For which sanctioned	Lt. No. & date in which bill sent for countersignature	Lt. No. & date in which bill is received after countersignature	Date of submission to treasury	Signature of Registrar	Date of encashment	Date of entry into cash book	Ref. Of Cash Book	Signature of Finance Officer	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

F

(II)

**Form No. 2**

(Vide para 11 (ii) )

**REGISTER OF PAY-IN-SLIP**

DATE.....

Sl. No.	Pay-in-slip No. & date	Amount received towards								Total	Remarks

In receipt No.....dated.....taken into University Account.

FINANCE OFFICER

**(III)**  
**Form No.2\***  
(Vide para 11 (ii))

CASH

STATE BANK OF INDIA  
BRANCH

CURRENT ACCOUNT PAY-IN-SLIP FOR NOTES AND COINS ONLY

Ledger Folio 200

Particulars of Cash Paid into the credit of  
University Rupees

Notes:

Rs. 100 each

10 each

5 each

2 each

1 each

as per particulars given in the margin

Rupees

Small coins

Total

Teller

Deposited by

Head Cashier

Scroll Cash

\*In triplicate- Original for Bank. Duplicate for University, Triplicate for the depositor.

(IV)

By whom tendered	Name & address of the person on whose behalf money is paid	Full particulars of Remittance	Amount	
			Rs.	P.

**Note:**

1. The name of the particular examination should be indicated in case of examination fee.
2. Separate chalan forms should be used for different examination.
3. The list of fees is not exhaustive but illustrative. The purpose of each deposit other than those given should be indicated in the blank page.

(V)  
**Form No. 3**  
(Vide para 11 (iii) (a) )  
**CASH RECEIPT NO**

Received from Dr./Sri/Smt.....

The sum of Rupees.....and .....paise only as

Detailed below.

Sl. No.	PARTICULARS	AMOUNT Rs.	P.
1.	<b>UNIVERSITY DUES</b>		
	I. Examination fees for		
	II. Centre Charges		
	III. Fees for change of Centre		
	IV. Fees for late admission to Examination		
	V. Fees for late admission to College		
	VI. Fees for marks (ordinary detailed consolidate list cross checking the addition of marks)		
	VII. Fees for certificates (provisional Diploma Duplicate Migration Recognition & college leaving certificate)		
	VIII. Fees for Registration of Students (Registration Reentry Duplicate Registration)		
	IX. Fees for Registration of Graduates		
	X. Fees for Registration of college Teachers		
	XI. Fees for extract from the Register of Matriculates		
	XII. University Library caution money		
	XIII. Hire charges of furniture etc.		
	XIV. Caution money/hire of Gowns/Sports Entry fee/Change of surname		
	XV. Fees for admission		
	XVI. Tuition fee		
2.	<b>SALES DEPARTMENT</b>		
	I. Text Books/Syllabus and Questions		
	II. Other publications/Forms/Sale proceeds		
	<b>REFUND OF ADVANCE</b>		
	Miscellaneous		
	<b>Total</b>		

Date.....

Accountant

F

**Form No. 4**  
(Vide para 11 (iii) (b))  
**REGISTER OF BANK DRAFTS/CHEQUES**

Date of receipt	From whom received	Lt. No. & date with which received	Bank Draft/ Cheque No. & date	Amount	Purpose for which it was received	Date of sending to Bank for collection	Date	Date of account for Bank	Date of entry in cash balance	Ref. No. C.B.	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

F

**Form No.5**  
(Vide para 13)

**REGISTER OF SECURITY DEPOSITS**

Sl. No.	Date of receipt	Name of person/ address from whom received	Amount of security deposit	Pass Book No.	Name of Post office where opened	Purpose of deposit	Date of release	Order No. & date	Sig. of Finance Officer	Remarks
1	2	3	4	5	6	7	8	9	10	11

F

**Form No.6**  
(Vide para 13)

**ACKNOWLEDGEMENT OF PASS BOOK/SECURITY DEPOSIT**

To,

\_\_\_\_\_

\_\_\_\_\_

Sir,

I acknowledge herewith the receipt of.....  
 Pass Book No.....for Rs.....submitted as  
 Security deposit for the purpose of.....  
 In your letter No.....dated.....

Yours faithfully

F

**Form No. 7**  
(Vide para 14 (i) )

**REGISTER OF ENDOWMENTS/DEPOSITS/DONATIONS**

Sl. No.	Name and address of the Donor	Amount donated	Purpose for which donated	Endowment No. and date	Signature of Finance Officer	Remarks
1	2	3	4	5	6	7

F



**Form No.11**  
(Vide para 17 (i))  
**SUBSIDIARY CASH BOOK**

Receipt.....

Payment.....

Date	Particulars	Ref. No.	Amount	Remarks	Date	Particulars	Ref. No. Vr. No.	Amount	Remarks
1	2	3	4	5	6	7	8	9	10

F

**Form No.12**  
(Vide para 17 (i))  
**REGISTER OF RECEIPT BOOKS**

Date of receipt	From whom received	No. of receipt Books received with date	Date of issue for use	No. of receipt Book with number	Date of completion of the receipt Book	Signature of Finance Officer	Remarks
1	2	3	4	5	6	7	8

F

**Form No.13**  
(Vide para 17 (ii))  
**DAILY COLLECTION REGISTER**

Date.....

Sl. No.	Receipt no.											Total	Remarks

Received Rs.....(Rupees.....) only  
Entered at page.....of cash Book.

**SECTION OFFICER**

**FINANCE OFFICER**

F

**Form No. 14**  
(Vide para 17(iv))  
**REGISTER OF FESTIVAL ADVANCE/CYCLE ADVANCE/MOTOR CYCLE ADVANCE**

Name..... Designation..... Section.....

Sl. No.	Order No. in which submitted	Amount drawn	Month	Amount received	Signature of Finance Officer	Remarks
1	2	3	4	5	6	7

F



**Form No. 15**  
(Vide para 17 (v))  
**REGISTER OF ADVANCE DEPOSITS WITH P.W.D.**

Date & year	Name of Building	Plan to which relates	Amount estimated	Amount of advance outstanding	Amount now deposited	Total amount outstanding	Ref. No./mode of payment	Signature of Development Officer	Remarks
1	2	3	4	5	6	7	8	9	10

E

**Form No. 16**  
(Vide para 17 (vi))  
**DETAILED STATEMENT OF UNIVERSITY VOUCHERS SUBMITTED AGAINST THE TEMPORARY ADVANCE (in Duplicate)**

**PART-I**

1. Name and Designation of the person  
Who has taken the advance:
2. Amount of advance taken:
3. Date of drawal:
4. Purpose for which taken:
5. Reference:  
(Sub-voucher No. and Date)

**PART-II**

Sl. No.	Description of vouchers	Bill No. and Date	Amount
1	2	3	4

Rs. \_\_\_\_\_

Total... \_\_\_\_\_

Amount refunded in Cash vide \_\_\_\_\_

Receipt/Chalan No.& date \_\_\_\_\_ Rs. \_\_\_\_\_

Grand Total \_\_\_\_\_ Rs. \_\_\_\_\_

Signature of the person who has taken the advance

**PART-III**

Received alongwith the vouchers.....from.....on.....

**Signature of the person who receive the voucher**

E

**Form No. 16-A**  
(Vide para 17 (vi))

**INTIMATION ABOUT PART/FULL ADJUSTMENT AGAINST TEMPORARY ADVANCE**

1. Name and designation of the person who has taken the advance:
2. Amount of advance taken:
3. Purpose of Drawal:
4. Sub. Voucher No.& date:
5. Date of submission of voucher:
6. Amount adjusted against the advance (Part adjustment):
7. Amount of vouchers, returned with objection
8. Remarks

Signature of section Officer (Bills)/Auditor

Endorsement No \_\_\_\_\_ Dated \_\_\_\_\_

F

**Form No. 17**  
(vide para 19)

**REGISTER OF MISCELLANEOUS ADVANCES**

NAME \_\_\_\_\_

SECTION/DEPT \_\_\_\_\_

Date of Advance	Purpose of Advance	Amount advanced	Ref. of Cash Book	Signature of Finance Officer	Date of recoupment	Amount recouped	Ref. of Cash Book	Signature of Finance Officer	Remarks
1	2	3	4	5	6	7	8	9	10

F

**Form No. 18**

(Vide para 22)

**MONTHLY STATEMENT OF RECEIPT/PAYMENT DURING THE MONTH OF.....**

Sl. No.	Head	Receipt/ payment during the month	Progressive expenditure up- to the end of preceding month	Progressive total to-date	Budget provision	Balance
1	2	3	4	5	6	7

F

**Form No. 19**

(Vide para 28)

**BILL REGISTER**

Bill No.	Description of Bill	Amount Towards					Signature of F.O.
		Pay	D.A.	A.D.A.	H.R.	Total	
1	2	3	4	5	6	7	8

F

**Form No. 20**

(Vide para 29)

**ACQUITTANCE ROLL**

Sl. No.	Name	Designation	Pay	Leave salary	Special pay	D.A.	ADA	H.R.A.	Deputation allowance	Total
1	2	3	4	5	6	7	8	9	10	11

**DEDUCTIONS**

P.F. subscription	Recovery of P.F.A.	No. of inst.	RD/CTD	Recovery of H.R.	Recovery of Cycle Adv.	Recovery of Fes. Adv.	LIC	I.T.	Other recovery	Total deduction	Net amt. payable	acquittance
12	13	14	15	16	17	18	19	20	21	22	23	24

F

**Form No. 21**

(Vide para32)

UNIVERSITY

Alphabetical list of candidates for the \_\_\_\_\_ Examination-----19

Name of the College \_\_\_\_\_ Total No. of candidate \_\_\_\_\_

(This list should preferably be typed and submitted in triplicate along with the alphabetical form)

Sl. No.	Roll No. to be filled by the University Office	Regd. No.	Name of the Candidate	SUBJECT			FEES PAID					Remarks		
				Compulsory Subject		Optional Subject	Extra Optional Subject	Examination Fee	Centre Charges	Fee for Marks	Fee for change of Centre		Late Fee	Total
				English	MIL									

Signature of the Principal

Date :

Note :

1. If the names of two candidates are same, father's names should be mentioned.
2. 'W' should be written against the name of women candidates. & S.T and S.C. be written against the names of candidates belonging to Scheduled Tribe and Scheduled Caste respectively.

E

**Form No.22**

(Vide para-32)

UNIVERSITY

**FORWARDING OF BANK DRAFT**

Sl. No.	Name of the candidate/ Principal	Examination fee	Centre charge	Mark	Late fee Centre charge	Total	Bank draft No. & date	Remarks
1	2	3	4	5	6	7	8	9

Memo No...../E.G.

Dated the.....

Forwarded to the Finance Officer.....University for encashment and credit to the University Account. The cash receipt may please be sent early.

Encl: Bank drafts

**ONTROLLER OF EXAMINATIONS**

E

**Form No. 23**

(Vide para 34)

.....UNIVERSITY

**REGISTER OF DEGREES TO BE ISSUED IN ABSENTIA**

Date of Convocation	Name of Degrees	Name of Absentee	University Admission No.	Initials of Registrar/Asst. Registrar
1	2	3	4	5

Date of application for issue of Degree	Fee paid with receipt No. & date	Date of issue or dispatch of Degree	Initials of D.A.	Initials of the Registrar/Asst. Registrar	Remarks
6	7	8	9	10	11

E

**Form No. 24**

(Vide para 35 (i))

.....UNIVERSITY

**REGISTER OF PROVISIONAL CERTIFICATES/MARK LISTS**

Name of the candidate	Name of the Exam. & year of Exam.	Mode of payment (draft/cash)	Receipt No. & Date	Amount	Sl. No. of Provisional certificate issued	Date of issue	Mode of Despatch	Remarks
1	2	3	4	5	6	7	8	9

E

**Form No. 25**

(Vide para 36)

.....UNIVERSITY

**REGISTER OF EXAMINATION EXPENDITURE**

Name of the Examination:

Probable date of Examination:

Nature of Expenditure	Particulars of payment	Amount	Cheque No. & Date	Initial of the D.A.	Remarks
-----------------------	------------------------	--------	-------------------	---------------------	---------

1. Remuneration to the Paper setters and Examiners.
2. Remuneration to Examiners and Assistant Examiners-Oral and practical examinations.
3. Remuneration to Checkers and scrutinizers  
Remuneration to Supervisory staff including Superintendent
4. Payment on account of authorized contingent expenditure

E

**Form No.26**  
(Vide para 40(i))

**BILLS FOR REMUNERATION TO THE PAPER SETTERS/EXAMINERS/SUB-EXAMINERS/CHECKERS/SCRUTINIZERS**

Name of Examination:

Date of examination:

Sl. No	Name & address	Nature of payment	No. of candidates	Rate of payment	Amount due	Deduction if any	Net payment	Cheque No. & date	Remarks
1	2	3	4	5	6	7	8	9	10

Certified that the claims have been prepared from the relevant records and are correct to my knowledge and belief.

*Dealing Assistant*

*Section Officer*

*Controller of Examinations*

Pay Rs.....

*Internal Auditor Accountant*

*Section Officer*

*Finance Officer*

E

**Form No. 27**  
(Vide para (40) (ii))  
**CONTINGENT BILL**

(To be re-imbursed by the University where the amount was spent for exam. Work by the examiner)

Head of Service: EXAMINATION

Name of the Examination:

Month of Examination:

Year:

Sub-Voucher No.	Description of charges	Amount
-----------------	------------------------	--------

Total:

(Rupees in words)

Certified that the above amount was spent in the interest of the University Examination work.

*Signature of Examiner:*

*Signature of the Controller of Examinations*

*Signature of the Examiner*

(FOR USE BY THE FINANCE OFFICER)

Pay Rs.....(Rupees

)

*Internal Auditor*

*Accountant*

*Finance Officer*

E



**Form No. 28**  
(Vide para 41.3)  
**ORDER FORM**

Call No. Author  
Title  
Place  
Publisher  
Accession number Ed/Sr/Vol.

Cost:

(Back side of the order form)

List Price  
Recommended by  
No. of copies  
Order No. and date  
Vender  
Date of receipt  
Invoice No. & Date  
Head to which charged

F

**Form No. 29**  
(Vide para 42)  
**ACCESSION REGISTER**

Date	Accession Number	Classification Number	Author	Title	Publisher	Year of publication	Edition	Source	Cost of book	remarks
1	2	3	4	5	6	7	8	9	10	11

F

<b>Form No. 30</b> <b>CATALOGUE</b>	
Call No.	Heading:- Title, Author, statement, Edition, Place of publication, Publisher, year of publication,
Acc. No. :-	Preliminary page, Textual pages/ Vols. Illustrative matter, Size, series, Notes/s: Tracing (on the back side of card)

F

**Form No. 31**  
(Vide para (43))  
**DISCORDED/WITHDRAWAL OF BOOKS REGISTER.**

Date	Classification Number	Accession Number	Author	Title	Publisher	Year	Volume	Source	Cost	Signature of Librarian	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

F

**Form No. 32**  
(Vide para 43)  
**OVER DUE AND FINE REGISTER**

Date due	Date of return	Accession Number	Borrower's Number	Category	Fine amount	Receipt No. & date	Date of deposit in the office	Remarks
1	2	3	4	5	6	7	8	9

F

**Form No.33**  
(Vide para 43)  
**PERIODICAL REGISTER**

Title \_\_\_\_\_ Frequency \_\_\_\_\_

Year	Volume Number	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	T.P. index	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

Year	Vendor to which order placed	Order No. and date	Vol / Issue No.		Invoice number	Date of invoice	Cost	Date of payment	Mode of payment	Remarks		
1	2	3	Current	Back	4	5	6	7	8	9	10	11

Year	Volume Number	Issue Number	Date of claim	Letter No. & date	Reply
1	2	3	4	5	6

Year	Volume Number	Issue Number	Date of claim	Letter No. & date	reply
1	2	3	4	5	6

F

**Form No. 33-A**  
(Vide para 43)  
**NEWSPAPER CHART**

Publisher Title	Place of publication Frequency	Begin Language	No.																													
Months	DATES																															
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
Jan.																																
Feb.																																
March																																
April																																
May																																
June																																
July																																
Aug.																																
Sept.																																
Oct.																																
Nov.																																
Dec.																																

F

**Form No. 34**  
(Vide para 43)  
**BINDING REGISTER**

Sl. No.	Date	Accession Number	Call number	Title	Author	Book/ Journal	Nature of binding/ Repair	Date of completion	Initial of Binder	Initial of Lib. Asst.
1	2	3	4	5	6	7	8	9	10	11

F

**Form No. 35**  
(Vide para 43)  
**GATE REGISTER**

Date	Serial No.	Dept.	Nature of the visitor	Purpose of visit	Arrival time	Departure time	Initial of visitor	Initial of gateman	Remarks
1	2	3	4	5	6	7	8	9	10

F

**Form No. 36**  
(Vide para 43)  
**CIRCULATION STATISTICS REGISTER**

Date	Sl. No.	No. of books issued	Categories of borrowers to whom books issued					Categories of borrowers from whom the books are received					No. of books received	Amount of fines collected	Signature of the counter Asst.
			Student	Teacher	Schoolars	Non-teaching staff	others	Student	Teacher	Schoolars	Non-teaching staff	Others			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

F

**Form No. 37**  
(Vide para 43)  
**DIVERSION REGISTER**

Date	Sl. No	Accession number	Class no	Title	Author	No. of copies	Name of Section/Dept. to which books are sent	Initial of receiver	Initial of giver
1	2	3	4	5	6	7	8	9	10

E

**Form No. 38**  
(Vide para 43)  
**REGISTRATION OF BORROWERS**

Borrower's code No. (Regd. Membership No.)	Name & permanent address of the Borrower	Year of admission /entry	Department/ Faculty/ section	Full signature of the Borrowers	Photographs	Remarks
1	2	3	4	5	6	7

E

**Form No. 39**  
(Vide para 43)  
**REPROGRAPHY REGISTER**

Date	No. of copies ordered	No. of copies taken	Official/ students/ staff	Charges	Cash receipt No. & date	Date and receipt No. of in the University office	Initial of the Assistant	Remarks
1	2	3	4	5	6	7	8	9

E

**Form No. 40**  
(Vide para 43)  
**REFERENCE REGISTER**

Date	Serial no.	Accession No.	Class Number	Title	Author	Initial of Borrower	Initial of the Asst.
1	2	3	4	5	6	7	8

E

**Form No. 41**  
(Vide para 47.1(ii))

.....UNIVERSITY  
**MONTHLY/QUARTERLY INDENT OF STATIONERY ARTICLES**

Name of the Section \_\_\_\_\_ Month/Quarter \_\_\_\_\_

Sl. No.	Name of the article	Quantity Indented	Purpose
---------	---------------------	-------------------	---------

\_\_\_\_\_  
*Section Officer*

(FOR USE IN STORES SECTION)

Supplied on \_\_\_\_\_

**Dealing Asst.** \_\_\_\_\_

**Section Officer.** \_\_\_\_\_

F

**Form No. 42**  
(Vide para 47.2)

.....UNIVERSITY  
**REQUISITION OF STORE MATERIALS**

Please supply the following store materials for official use to \_\_\_\_\_

Sl. No.	Name of the article	Quantity Indented	Purpose for which indented	Date of last supply
---------	---------------------	-------------------	----------------------------	---------------------

\_\_\_\_\_  
*Section Officer*

(FOR USE IN STORES SECTION)

Out of stock/Supplied \_\_\_\_\_

**Section Officer** \_\_\_\_\_

F

**Form No. 43**  
(Vide para 55)  
**STOCK REGISTER**

RECEIPT

ISSUE

Date	Opening Balance	From whom received	Invoice No. & Date	Quantity received	Total	Signature of Officer	Date	To whom issued	Purpose of issue	Quantity	Acknowledgement	Balance	Signature of Officer
1	2	3	4	5	6	7	8	9	10	11	12	13	14

F

**Form No.44  
AGREEMENT**

No.....  
Name of work :  
Name of Contractor :  
Agreement Value :  
Date of Commencement :  
Stipulated date of Completion :  
Extension of time granted up to :  
Authority No. & date in which Extension of time granted :  
Reference to letter No. & date in which the copy of agreement submitted to :

**REFERENCE TO PAYMENT OF BILLS**

Sl. No. of Bills	M.B. No.	Page No.	Vr. No.	Date	Amount of the Bill	Gross amount	Initial of the S.O.
1	2	3	4	5	6	7	8

E



# ITEM RATE TENDER AND CONTRACT FOR WORKS

## General Rules and Directions for the Guidance of Contractors

1	<p>All works proposed for execution by contract will be notified in a form of invitation to tender posted on a board hung up in the office signed by the Registrar, Sambalpur University</p> <p>This notice will state the works to be carried out, the items and approximate quantities there of as well as the date of submitting and opening tenders also the amount of earnest money to be deposited and the amount of the security deposit to be deposited by the successful tenderer and the percentage if any, to be deducted from bills, copies of the specification, designs and drawings and any other documents required in connection with the submission of tender signed for the purpose of identifications by the Registrar, Sambalpur University shall also be opened for inspection by the Contractor at the office of the Registrar, Sambalpur University during office hours.</p>
2	In the event of the tender being submitted by a firm it must be signed separately by each member thereof or in the event of the absence of any partner, it must be signed of his behalf by a person holding a power of attorney authorizing him to do so.
3	Receipt for payment made on account of works, when executed by a firm must also be signed by the several partners except where contractors are described in their tender as a firm in which case the receipts must be signed in the name of the firm by one of the partners or some other person having authority to give effectual receipts for the firm.
4	The memorandum of work tendered for and the memorandum of materials to be supplied by the Sambalpur University Department and their issue rates shall be filled in and completed in the office of the Registrar, Sambalpur University before the tender form is issued. If a form issued to an intending tenderer without having been so filled in and completed he shall request the office to have this done before he completes and delivers his tender
5	The amount of earnest money to be deposited will be one percent of the tendered amount.
6	Any person who submits a tender shall fill up the usual printed form stating at what rate he is willing to undertake each item of the work. Incomplete tender and tenders which propose any alternation in the work specified in the said form of invitation to tender or which contain any other condition of any sort or omit to note the time within which the work can be finished or which are not accompanied by a treasury chalan for the required earnest money will be liable to rejection. No single tender shall include more than one work, but contractor who wish to tender for two or more works shall submit a separate tender for each. Tender shall bear the name of work to which they refer written outside the envelope. Cash deposits for earnest money herein before mentioned shall be made in Government treasuries and the chalan there of should be enclosed with the tender.
7	The Officer-in-charge of works or his duly authorized assistant will open the tenders in the presence of any intending contractors who present at the time and will enter the amounts of the several tenders in a comparative statement in a suitable form. In the event of being rejected the chalan for the earnest money forwarded there with shall there upon be returned to the tenderer with a pay order amount of the earnest money.
8	The Officer-in-charge of works shall have the right of rejecting all or any of the tenders.
9	<p>In the event of the tender being selected for acceptance the Registrar who opened the tenders will if he is competent to accept the tender inform the tenderer of the selected tender who shall there upon sign copies of the specification and other document mentioned in rules 1 and 4 for the purpose of identification and for his acceptance with the tender. The tender of the selected tenderer shall also deposit the required amount of the security money within the prescribed time. If the tenderer fails to deposit the required amount of the security money within the prescribed time, the Registrar may reject the tender.</p> <p>If the Registrar is not competent to accept the tender himself, he will inform the tenderer of the tender which he decides to recommend for acceptance. Such tender shall there upon sign forthwith copies of the specification and other documents mentioned in rules 1 and 4 and shall deposit the required amount of the security money within the prescribed time. The tender with the specification and other documents signed by the tenderer will then be forwarded for acceptance to the Registrar who is competent to accept the same if the said engineer rejects the tender the security money deposited shall be refunded to the tenderer.</p>
10	When a tender is selected for acceptance the tenderer shall deposit the required amount of security money in case in the treasury and forward the chalan to the Registrar. Government securities may be endorsed to the Registrar in line of a cash deposit of a Cash deposit of the required amount of the security money. No tender shall be finally accepted until the required amount of the security money has been deposited.
11	Those contractors who have made fixed deposit need not furnish earnest money or initial security deposit but only 5% will be deducted from their bills, towards security deposit from their bills, towards security deposit. Such of these contractor belonging to 'A'
12	When tender has been selected for acceptance and required amount of the security money has been deposited the Engineer shall scrutinize all pages or the form of item, Rate, Tender and contract for works to see that the form has been properly filled up and signed by the contractor and the signature witnessed. He shall then if he is competent to accept the tender, sign the acceptance of the tender or if he is not so competent, shall send the form for signature of the acceptance to the officer competent to accept it.

### TENDER FOR WORKS

I /We here by tender for the government of Orissa of the work specified in the under written memorandum at the rates specified the within a period of .....year.....months from the date of written order to commence and in accordance in all respects with specifications , designs, drawings and other documents referred to in rule thereof and subject to the annexed conditions of contract and with such materials as are provided for by and in all other respects in accordance with such conditions so far as applicable.

**MEMORANDUM**

- a) If several sub-works are included they should be detailed in a separate list
- (a) Name of work
- (b) Estimated cost - Rs.
- (c) Tendered cost - Rs.
- (b) This deposit will be 5% of the estimated cost of the work.
- (d) Earnest Money - Rs.
- (e) Initial security deposit (including earnest money) to be Rs.
- ©This percentage deduction from bills will be credited to the contractors security deposit
- (f) Percentage to be deducted from bills =.5%
- (g) Time required for the work from date of written order to commence ----- months
- (h) Date of written order to commence
- (i) Total No. of work tendered for

Item No	Item of work	RATE TENDERED		Per
		In figures	In words	

Should this tender be accepted I/We hereby agree to abide by and fulfill all the terms and provisions of the said conditions of contract annexed here to so far as applicable or in default thereof to forfeit and pay to the Governor of Orissa or his successors in office the sum of money mentioned in the said conditions.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 200

Signature of contractor  
before submission of tender

Witness :  
Address :

Signature of witness to  
one tender's signature

Occupation :

The above tender hereby accepted by me on behalf of the Governor of Orissa.

Dated the \_\_\_\_\_ day of \_\_\_\_\_ 200

Signature of the  
Officer by who  
accepted

## CONDITIONS OF CONTRACT

Compensation for delay	<b>CLAUSE 1</b>	All compensation or other sums of money payable by the contractor to Government under the terms of his contract may be deducted from or paid by the sale of a sufficient part of his security deposit or from the interest arising there from or from any sums which may be due or may become due to the contract or by Government on any account whatsoever and in the event of his security deposit being reduced by reason of any such deductions or sale as aforesaid , the contractor shall within ten days there after make good in cash or Government securities endorsed as aforesaid any sums which may have been deducted from, or raised by, sale of the security deposit or any part thereof.
The work should not be considered finished until such date as the Registrar shall certify as the date on which the work if finished after necessary rectification of defects as pointed out by the Registrar in or his authorized agents are fully complied with by the contractor to the Officer-in-Charge's instruction.	<b>CLAUSE 2</b>	The time allowed for carrying out the work as entered in the tender shall be strictly observed by the contractor and shall be reckoned from the date on which the written order to commence work is given to the contractor. The work shall throughout the stipulated period of the contract be carried on with all due diligence (time being deemed to be of the essence of the contract on the part of the contractor) and the contractor shall pay as compensation an amount equal to ½ % on the amount of the estimated cost if the whole work as shown by the tender for every day that the work remains un-commenced or unfinished after the proper dates. And further, to ensure good progress during the execution of the work the contractor shall be bound in all cases in which the time allowed for any work exceeds one month, to complete one fourth of the whole of the work before one fourth of the whole time allowed under the contract has elapsed one half of the work, before one half of such time has elapsed and three fourth of the work, before three fourth of such time has elapsed in the events of the contractor failing to comply with the condition, he shall be liable to pay as compensation an amount equal to one third % on the said estimated cost of the whole work for every day that the due quantity of work remains incomplete provided always that entire amount of compensation to be paid under the provision of this clause shall not exceed 10% on the estimated cost of the work as shown in the tender.
Action when whole security deposit is forfeited	<b>CLAUSE 3</b>	<p>In any case in which under any clause or clause of the contract, the Contractor shall have tendered himself liable to pay compensation amounting to the whole of his security deposit in the hands of the Government whether paid in one sum or deducted by installments, the Registrar on behalf of the Government of Orissa, shall have power to adopt any of the following courses, as he may deem best suited to the interest of Government.</p> <p>(a) To rescind contract (of which rescission in writing to the contractor under the hand of the Registrar shall be conclusive evidence) and in which case, the security deposit of the contractor shall stand forfeited and be absolutely at the disposal of the Government.</p> <p>(b) To employ labour paid by the Sambalpur University and to supply materials to carry out the work or any part of the work, debiting the contractor with the cost of the labour and the price of the materials (of the amount of which cost and price certificate of the Registrar shall be final and conclusive against the contractor) and crediting him with value of the work done in all respects in the same manner and at the same rates as if it had been carried out by the contractor under the terms of his contract , then the certificate of the Registrar as to the value of the work done shall be final and conclusive against the contractor.</p> <p>(c) To measure up the work of the contractor and to take such part of the work of the contract as shall be unexecuted out of his hands and to give it to another contractor to complete in which case any expenses which may be incurred in excess of the sum which would have been paid to the original contractor if the whole work had been executed by him (of the amount of which excess the certificate in writing of the Registrar shall be final and conclusive) shall be borne and paid by the original contractor and may be deducted from any money due to him by Government under the contract or otherwise or from his security deposit or the proceeds of sale thereof or a sufficient part thereof.</p> <p>(d) Security deposit of the contractor for each work will be refunded only six months after the issue of completion certificate and after the payment of final bill.</p> <p>In the event of any of the above courses being adopted by the Registrar the contractor shall have no claim to compensation for any loss sustained by him by reason of his having purchased or procured any materials or entered in to any engagements or made any advances on account of or with a view to the execution of the work or the performance of the contract and in case the contract shall be rescinded under the provision aforesaid the contractor shall not be entitled to recover or be paid any work therefore actually performed under this contract unless and until the Registrar shall have certified in writing the performance of such work and the value payable in respect thereof and he shall only be entitled to be paid the value so certified.</p>
Contractor remains liable to pay compensation if action	<b>CLAUSE 4</b>	In any case in which any of the powers conferred upon the Registrar by clause-3 thereof shall have become exercisable and the same shall not be executed the non-exercise thereof shall not constitute a waiver of any of the conditions thereof and such powers shall notwithstanding be exercisable in

<p>not taken under clause-6</p> <p>Power to take possession of or require removal of or sell contractors plants.</p>		<p>the event of any future case of default by contractor of which by any clause or clauses hereof he is declared liable to pay compensation amounting to the whole of his security deposit and the liability of the contractor for past and future compensation shall remain unaffected in the event of the Registrar putting in force the power vested in him under the preceding clause he may if he so desire take possession of all or any tools, plants materials and stores in or upon the works or the site thereof or belonging to the contractor or procured by him and intended to be used for the execution of work or any part thereof paying or allowing for the same in the account the contract rates or in case of these not being applicable at current market rates to be certified by the Registrar whose certificate thereof shall be final otherwise the Registrar may not notice in writing to the contractor or his clerk of the works foreman or other authorized agent require him to remove such tools plant, materials or stores from the premises (within a time to be specified in such notice) and in the event of the contractor failing to comply with any such requisition the Officer-in-charge may remove them at the by auction or private sale on account of the contractor and at his risk in all respects and the certificate of the Officer-in-charge as to the expense of any such removal and the amount of the proceeds and expense of any such sale be final and conclusive against the contractor.</p>
<p>Extension of time</p>	<p><b>CLAUSE 5</b></p>	<p>If the Contractor shall desire an extension of time for completion of the work, on the ground of his having been unavoidable hindered in its execution or any other ground, he shall apply in writing to the Registrar with in 30 days of the date of the hindrance on account of which he desires such extension as aforesaid and the Registrar shall , if his opinion (which shall be final) reasonable ground be shown therefore authorize such extension of time if any as may in his opinion be necessary or proper. The Registrar shall at the same time inform the contractor whether he claims compensation for delay.</p>
<p>Final certificate</p>	<p><b>CLAUSE 6</b></p>	<p>On completion of the work , the contractor shall be furnished with certificate by the Registrar hereinafter called the Registrar of such completion , but no such certificate be given not shall the work be considered to be completed until the contractor shall have removed from the area of the premises ( to be distinctly marked by the Registrar in the site plan) on which the work shall be executed , all scaffolding, surplus materials and rubbish, and cleaned off the dirt from all wood works, doors, windows, walls, floors or other parts of any building in , upon or about which the work is to be executed , or of which he may have had possession for the purpose of the execution thereof not until the work shall have been measured by the office of the Sambalpur University in accordance with the rules of the University whose measurement shall be binding and conclusive against the Contractor. If the Contractor shall fail to comply with the requirements, of this clause as to removal of scaffolding surplus materials and rubbish, and cleaning off dirt on or before the date fixed for the completion of the work the Registrar may at the expenses of the Contractor remove such scaffolding surplus materials and rubbish and dispose of the same as he thinks fit and clean off such dirt as aforesaid, and the Contractor shall forthwith pay the amount of all expenses incurred, and shall have no claim in respect of any such scaffolding or surplus materials as aforesaid except for any sum actually realized by the sale thereof.</p>
<p>Payments on intermediate certificate to be regarded as advance and bill to be submitted monthly.</p>	<p><b>SUB CLAUSE 6</b></p>	<p>If in the opinion of the Registrar, which shall be final and binding on the Contractor occupation or utilization of a portion of the work completed in no way interferes with the progress of the rest of work the same may be occupied or utilized by on behalf of the University under the written order of the Registrar to get the defects, if any rectified by the Contractor at his (contractor) own cost within six months from the date of completion of the whole work provide that the contractor will not be allowed any concession either in the shape of extension of stipulated period or any other monetary compensation on account of such occupation or use.</p>
	<p><b>CLAUSE 7</b></p>	<p>A bill shall be submitted by the contractor each month on or before the date fixed by the Registrar for all works executed in the previous months and the Registrar or his sub-ordinate shall take the requisite measurement for the purpose of having the same verified and the claim as far as admissible, adjusted, if possible before the expiry of ten days from the presentation of the bill. If the Contractor does not submit the bill within the time fixed as aforesaid the Registrar or his sub-ordinate shall measure up the said work in the presence of the Contractor whose counter signature to the measurement list will be sufficient warrant and the Registrar or his sub-ordinate shall prepare a bill from such list which shall be binding on the Contractor in all respect.</p> <p>Provided that, if any balance of the 10% security is outstanding from each payment shall be deducted so much, not exceeding 5% as may be necessary to make-up the balance of the security. All such intermediate payments to the contractor shall be regarded as payment by way of advance against the final payment only &amp; not as payments for works actually done, and completed &amp; shall not preclude the requiring of bad unsound and imperfect or unskillful work to be removed and taken away are reconstructed or re-erected, or be considered as an admission of the due performance of the contract, or any part thereof in any respect, or the actual of any claim nor shall it conclude determine or effect in any way the powers of the Registrar under these conditions or any of them as</p>

		to the final settlements or adjustment of the accounts or otherwise or in any other way vary or effect the contract.
	<b>CLAUSE 8</b>	The final bill shall be prepared by the Officer of the Sambalpur University in accordance with the rules of the department in the presence of the contractor within one month of the date fixed for completion of the work.
Store supplied by the Government.	<b>CLAUSE 9</b>	If the specification or estimate of the work provides for the use of any special description of materials to be supplied from the Registrar's store or if it is required that the contractor shall use certain stores to be provided by the Registrar under the conditions of the contract ( such materials and stores, the prices to be changed therefore as herein after mentioned being so far as practicable for the convenience of the contractor, but not as in any way to control the meaning or effect of this contract are specified in the scheduled of memorandum hereto annexed) the contractor shall be supplied with such material and stores noted in the annexed schedule as are required from time to time to be used by him for the purpose of the contract only., and the value of the full quantity of materials and stores so supplied at the rates specified in the said schedule may be set off or deducted from any sums then due or thereafter to become due to the Contractor under the contract or otherwise or against or from the security deposit or the proceeds of sale thereof, if the same is held in University securities the same or a sufficient portion thereof being in this case sold for the purpose . All materials supplied to the contractor shall remain the absolute property of University and shall not on any account be removed from the site of the work and shall at all times be open to inspection by the Registrar. Any such materials unused and imperfectly good condition at the time of the completion or determination of the contract shall be returned to the Registrar's store, at the prevailing market rate or at the issue rate which ever is less if by a notice in writing under his head he shall so require, but the contractor shall not be entitled to return any such materials unless with such consent, and shall have no claim for compensation on account of any such materials so supplied to him as aforesaid being unused by him or for any wastage in or damage in or damage to any such materials.
	<b>CLAUSE 9a</b>	"If a contractor removes any materials or stock supplied to him from the site of the work in contravention of the provisions of this clause with a view to dispose of the same dishonestly, he shall, in addition to any other liability civil or criminal, arising out of this contract be liable to pay a penalty equivalent to five times the prices of the said materials or stock, according to the stipulated rate. The penalty so imposed shall be recoverable from any sum that may be then or at any time thereafter may become due to the contractor, or from his security deposit or the proceeds of sale thereof."
	<b>CLAUSE 9b</b>	Owing to difficulty in obtaining certain materials in the open market, the University has undertaken to supply materials specified in the schedule hereto annexed. There may be delay in obtaining materials by the University and the contractor is therefore required to keep himself in touch with the day to day position regarding the supply of materials from the Registrar and to so adjust the progress of the work that their labour may not remain idle nor may there be any other claim due to or arising from delay in obtaining the materials. It should be clearly understood that no monetary claim whatsoever shall be entertained by the by the university on account of delay in supplying materials however, extension of time for completion of work can be granted, on timely application by the contractor vide also clause-5.
Work to be executed in accordance with specification drawing and order etc.	<b>CLAUSE 10</b>	The contractor shall execute the whole and every part of the work in the most substantial and workman like manner and both the regards materials and otherwise in every respect in strict accordance with the specifications. The contractor shall also conform exactly, fully and faithfully to the designs, drawings and instructions in writing relating to the work signed by the Registrar and lodged in his office, and to which the contractor shall be entitled to have access at such office, for the purpose of inspection during office hour and the contractor shall, if he so require, be entitled at his own expense to make or cause to be made copies of specifications, and of all such designs, drawings and instructions as aforesaid.
Alternation in specification on and designs  Do not invalidate the contractor  Extension of time in consequence of alternations.	<b>CLAUSE 11</b>	<p>The Registrar shall have the power to make any alternation in or additions to the original specification drawing, designs and instructions that may appear to him necessary or advisable during the progress of work and the contractor shall be bound to carry out the work in accordance with any instructions which may be given to him in writing signed by the Registrar and such alternation shall not invalidate the contract. Any additional work which the contractor may be directed to do in the manner above specified as part of the work shall be carried out by the contractor on the same conditions in all respects on which agreed to do the main work and at the same rate as are specified in the tender for the main work.</p> <p>The time for the completion of the work shall be extended in the proportion that the additional work bears to the original contract work and the certificate of the Registrar shall be conclusive as to such proportion and if the additional work includes any class of work for which no rate is specified in this contract then such class of work shall be carried out at the rates entered in the sanctioned schedule</p>

Rate or work not in estimate or schedule of rate of the district.		<p>of rates of the locality during the period when the work being carried on and if such last mentioned class of work is not entered in the schedule of the district then the contractor shall within seven days intimate the rate which it is his intention to charge for such class of work and if the Registrar does not agree to this rate he shall by notice in writing be at liberty to cancel his order to carry out such class of work and arrange to carry it out in such manner as he may consider advisable.</p> <p>No deviation from the specification stipulated in the contract or additional item of work shall ordinarily be carry out by the Contractor nor shall any altered additional or substituted, altered or additional items have been approved and fixed in writing by the Registrar.</p> <p>The Contractor shall be bound to submit his claim for any additional work done during any month on or before the 15<sup>th</sup> day of the following month accompanied by a copy of the order in writing of the Registrar for the additional work and that the Contractor shall not be entitled to any payment in respect of such additional work if he fails to submit his claim within the aforesaid period.</p> <p>Provided always that if the Contractor shall commence work or incur any expenditure in regard thereof before the rates shall have been determined as lastly herein before mentioned, then in such cases he shall only be entitled to be paid in respect of the determination of the rates as aforesaid accordingly to such as rate or rates all shall be fixed by the registrar in the event of a dispute, the decision of the Vice-Chancellor of the University will be final.</p>
No compensation for alternation in or restriction of work to be carried out.	<b>CLAUSE 12</b>	<p>If at any time after the commencement of the work the University shall for any reason whatsoever not require the whole thereof as specified in the tender to be carried out the Registrar shall give notice in writing of the fact to the Contractor who shall have no claim to any payment or compensation whatsoever on account of any profit or advantage, which he might have derive from the execution of the work in full but which he did not derive in consequence of the full amount of the work not having been carried out, neither shall he have any alternation having been made in the original specification, drawings, designs and instruction which shall involve any curtailment of the work as originally contemplated.</p>
Action and compensation payable in case of bad work.	<b>CLAUSE 13</b>	<p>If it shall appear to the Registrar or his sub-ordinate in charge of the work that any work has been executed with unsound, imperfect or unskillful workmanship or materials of any inferior description or that any materials or articles provided by him for the execution of the work are unsound or of a quality inferior to that contracted for otherwise not in accordance with the contract the Contractor shall on demand in writing from the Registrar specifying the work materials or articles complained of not withstanding that the same may have been inadvertently passed certified and paid for forthwith rectify or remove and reconstruct the work so specified in whole or in part , as the case may require, or as the case may be remove the materials or articles so specified and provide other proper and suitable materials or articles at his own proper charge and cost in the event of his failing to do so within a period to be specified by the Registrar in his demand aforesaid then the Contractor shall be liable to pay compensation at the rate of one percent on the amount of the estimate of everyday not exceeding ten days while his failure to do so shall continue and in the case of any such failure the Registrar may rectify or remove, and re-execute the work or remove and replace with the materials or articles complained of as the case may be at the risk and expense in all respects of the Contractor.</p>
Work open to inspection.  Contractor or responsible agents to be present.	<b>CLAUSE 14</b>	<p>All work under or in case of execution or executed in pursuance of the contract shall at all time be open to the inspection and supervision of the Registrar and his subordinates and the contractor shall at all times during the usual working hours and at all other times at which reasonable notice of the intention of the Registrar or his sub-ordinate to visit the work shall have been given to the contractor either himself be present to receives orders and instruction, or have a responsible agent dully accredited in writing present for that purpose. Orders given to the Contractor's agent shall be considered to have the same force as if they had been given to contractor himself.</p>
Notice to be given before work is covered up.	<b>CLAUSE 15</b>	<p>The Contractor shall give not less than five day's notice in writing to the Registrar or his sub-ordinate in-charge of the work before covering up or otherwise placing beyond the reach of the measurement any work in order that the same may be measured and correct dimensions thereof be taken before the same is so covered up or placed beyond the reach of measurement, any work without the consent in writing of the Registrar or his sub-ordinate in-charge of the work and if any work shall be covered up or placed beyond the reach of measurement without such notice having been given or consent obtained the same shall be uncovered at the contractor's expenses, or in default thereof no payment or allowance shall be made for such work of the materials with which the same was executed.</p>
Contractor liable for damage done and for imperfection for 6(six) months after	<b>CLAUSE 16</b>	<p><b>16</b> If the Contractor or his work people, or servants shall break, deface injure or destroy any part of as building, in which they may be worked or any building, road, fence, enclosure, or grassland or cultivated ground contiguous to the premises on which the work or any part of it is being executed , or if any damage shall happen to the work , while in progress from any cause whatsoever or any</p>

certificate.		imperfection became apparent in it within six months from the date of final certificate of its completion shall have been given by the Registrar, as aforesaid contractor shall make the same good at his own expense or in default, the Registrar may cause the same to be made good by other workman and deduct the expense(of which the certificate of the Registrar shall be final) from any sums that may be then, or at any time thereafter may become due to the contractor or from his security deposit or the proceeds of sale thereof, or of a sufficient portion thereof and the contractor shall be liable to pay any part of the expenses not so covered by the Registrar.
Contractor to supply plant, ladder, scaffolding etc.  And is liable for damages arising from non provision of lights, fencing etc.	<b>CLAUSE 17</b>	The Contractor shall supply at his own cost all materials (except such special material, if any, as may in accordance with the contract be supplied from the Registrar's store) plants, tools, appliance, implements, ladders, cordage, tackle scaffolding and temporary works requisite for the proper execution of the work, whether original, altered or substituted and whether included in the specification or other documents forming part of the contract or referred to in these conditions or not or which may be necessary for the purpose of satisfying or complying with the requirement of the Registrar as to any matter as to which under this conditions he is entitled to be satisfied, which he is entitled to require together with carriage therefore to and from the work. The Contractor shall also supply without charge the requisite number of persons with the means and materials necessary for the purpose of setting out of works, and counting, weighting and assisting in the measurement or examination at any time and from time to time of the work or materials, failing his so doing the same may be provided by the Registrar at the expenses of the Contractor and the expenses may be deducted from any money due to the Contractor under the contract or from his security deposit or the proceeds of the sale thereof or of a sufficient portion thereof. The contractor shall also provide all necessary fencing and lights required to protect the public from accident, and be bound to bear the expenses of defence of every suit action or other proceedings at law that may be brought by any person for injury sustained owing to neglect of the above precautions, and to pay any damages and cost which may be awarded in any such suit , action or proceedings to any such person or which may with the consent of the contractor be paid to compromise any claim by any such person.
	<b>CLAUSE 18</b>	The contractor shall not employ for the purpose of this contract any person who is below the age of 12 years and shall pay to each labourer for the work done by such labourer, wages not less than the wages paid for similar work in the neighborhood.  The Officer-in-Charge of works shall have the right to enquire into and decide any complaint alleging that the wages paid by the contractor to any labourer for the work done by labourer is less than the wages paid for similar work in the neighborhood.  The Officer-in-Charge of works shall have the right to decide whether any labourer employed by the Contractor is below the age of twelve years and to refuse to allow any labourer whom he decides to be below the age of twelve years to be employed by the Contractor.  EXPLANATION Fair wage mens, wages whether for the time or piece work prescribed for the state University provided that where higher rates have been prescribed under the minimum wages Act. 2948. Wages at such higher rates would constitute fair wages (W.D. No. 22059 Dt. 16.8.77).
Work not to be Sublet  Contractor may be rescinded and security deposit forfeited for subletting briefing or if Contractor becomes insolvent.	<b>CLAUSE 19</b>	The Contractor shall not be assigned or sublet without the written approval of the Registrar. And if the Contractor shall assign or sublet his contract or attempt so to do or become insolvent or commence any insolvency proceedings or make any composition with his creditor or attempt so to do or if any bribe gratuity, gift, loan, perquisite, reward or advantage, pecuniary or otherwise shall either directly or indirectly be given promised or offered by the contractor or any of his servants or agents to any public officer or person in employment in University in any way resulting to his office or employment or if any such officer or person shall become in any way directly or indirectly in the contract the Registrar may there upon by notice in writing rescind the contract and the security deposit of the Contractor shall be there upon stand forfeited and be absolutely at the disposal of the University and the same consequence shall ensure as if the contract had been rescinded under clause 3 hereof and in addition the Contractor shall not be entitled to recover or be paid for any work there to fore actually performed under the contract.
Sum payable by way of compensation to be considered as reasonable compensation without reference to actual loss.	<b>CLAUSE 20</b>	All sums payable by way of compensation under any of these conditions shall be considered as reasonable compensation to be applied to the use of the University without reference to the actual loss or damage sustained, and whether or not any damage shall have been sustained and whether or not any damage shall have been sustained.
	<b>CLAUSE 21</b>	In the case of tender by partners, any change in the constitution of the firm shall be forth-with notified



Change in constitution of firm		by the contractor to the Registrar for his information.  In the case of failure to notify the change in the constitution within fifteen days the Registrar may be notice in writing rescind the contract and the security deposit of the contractor shall there upon stand forfeited and be absolutely at the disposal of University and the same consequences shall ensure as if the contract had been rescinded under clause 3 thereof and in addition the contractor shall not entitled to recover or be paid for any works therefore actually performed under the contract.
	<b>CLAUSE 22</b>	All works to be executed under the contract shall be executed under the direction and subject to the approval in all respects of the Registrar of the circle for the time being who shall be entitled to direct at what point or points and in what manner they are to be commenced and from time to time carried on.
	<b>CLAUSE 23</b>	<b>DELETED.</b>
Lump sum in estimates	<b>CLAUSE 24</b>	When the estimate on which a tender is made includes lump sums in respect of the work , the contractor shall be entitled to payment in respect of the items of work involved or the part of the work in question at the same rates as are payable under this contract for such items or if the part of the work in question is not , in the opinion of the Registrar capable of measurement, the Registrar may be his discretion pay the lump sum amounts entered in the estimate, and the certificate in writing of the Registrar shall be final and conclusive against the Contractor with regards to any sums payable to him under the provisions of this clause.
Action where no specification,	<b>CLAUSE 25</b>	In the case of any class of work for which there is no such specification as is mentioned in rule, such work shall be carried out in accordance with the circle specification and in the event of the being no circle specification, then in such case the work shall be carried out in all respects in accordance with the instructions and requirements of the Registrar.
Definition of work	<b>CLAUSE 26</b>	The expression 'work' or 'works' where used in these conditions shall unless there be something either in the subject or context repugnant to such construction be constructed and taken to mean the works by or by virtue of the contractor contracted to be executed, whether temporary or permanent and whether original, altered, substituted or additional.
	<b>CLAUSE 27</b>	University shall be entitled to recover in full from the contractor any amount that the University may be liable to pay under Workmen's Compensation Act VIII of 1923 to any workmen employed in course of execution of any part of the work covered by the contract.
	<b>CLAUSE 28</b>	That for the purpose of jurisdiction in the event of dispute if any the contract should be deemed to have been entered into within the state of Orissa and is agreed that neither party to the contract or agreement will be competent to bring a suit in regard to the matters covered by this contract at any place out side the state of Orissa.
	<b>CLAUSE 29</b>	The University will have the right to inspect the scaffolding and centering made for the work and can reject partly or fully such structure if found defective in their opinion.
	<b>CLAUSE 30</b>	Sanitary arrangement will be made by the contractor at his own cost for his labour camp.
	<b>CLAUSE 31</b>	The contractor shall bear all taxes including sales tax, income tax, royalty, fair weather charges and tollage, where necessary.
	<b>CLAUSE 32</b>	The contract shall be on the basis of firm prices and there shall be no payment of escalation to the contractor on account of labour or materials.
	<b>CLAUSE 33</b>	After the work is finished all surplus materials and debries are to be removed by the contractor and preliminary work such as vats mixing platforms etc. are to be dismantled and all materials removed from site. The ground upto 30ms ('100'0) wide from the building should be cleared and dressed.
<b>FAIR WAGE CLAUSE</b>		
	<b>CLAUSE 34</b>	The contractor shall not pay less than fair wage to labours engaged by him on the work presented by the State P.W.D./ Electricity Department for the district in which the work is done.
	<b>CLAUSE 35</b>	The terms and conditions of the agreement have been read / explained by me and ..... certify..... clearly understand them.
	<b>Witness</b>	<b>Contractor</b>

		Particulars	Rate at which the materials will be charged to the contractor			Place of Delivery
			Unit	Rs.	P.	
		<p>Note : The person of firm submitting the tender should see that the rates in the above schedule are filled up by the Officer-in-Charge of works on the issue of the form prior to the submission of the tender.</p>				
		<i>Signature of Contractor</i>			<i>Signature of Officer-in-charge of works</i>	

E

**ORISSA P.W.D./ SAMBALPUR UNIVERSITY DEPARTMENT CONTRACTOR'S LABOUR REGULATION**

<b>1</b> <b>Short Title</b>	These regulations may be called "Sambalpur University Department Contractor's Regulations".
<b>2</b> <b>Definitions</b>	<p>In the said regulations unless otherwise expressed or indicated the following words and expressions shall have the meaning hereby assigned to them respectively, that is to say :</p> <p>a) "Labour" means worker employed by a contractor of the Sambalpur University directly or indirectly through a sub contractor or other person, or by an agent on his behalf.</p> <p>a) "Fair wages" means wages whether for time or piece work prescribed by the Sambalpur University for the area in which the work is done.</p> <p>b) "Contractor" shall include every person whether a sub-contractor or headman or agent employing labour on the work taken on contract.</p> <p>c) "Wages" shall have the same meaning as defined in the payment of wages Act and include time and piece rate wages, if any.</p>
<b>3</b> <b>Display of notices regarding ways, etc.</b>	<p>The Contractor shall :-</p> <p>a) before he commence his work on contract display and correctly maintain and continue to display and correctly maintain, in a clean and legible condition, in conspicuous places on the work, notice in English and in the local Indian language spoken by the majority of workers, giving the rate of wage prescribed by the Sambalpur University department for the district which the work is done.</p> <p>b) Send a copy of such notice to the Registrar, Sambalpur University.</p>
<b>4</b> <b>Payment of wages</b>	<p>i. Wages due to every worker shall be paid to him direct.</p> <p>ii. All wages shall be paid in current coin or currency or in both.</p>
<b>5</b> <b>Fixation of wage period</b>	<p>i) The contractor shall fix the wage period in respect of which the wages be payable.</p> <p>ii) No wage period shall exceed one month.</p> <p>i) Wages of every workman employed on the contract shall be paid before the expiry of ten days, after the last day of the wage period in respect of which the wages are payable.</p> <p>ii) When the employment of any workers terminated by or on behalf of the contractor, the wages earned by him shall be paid before the expiry of the day succeeding the one which his employment is terminated.</p> <p>iii) All payments of wages shall be made on a working day.</p>
<b>6</b> <b>Wage book and wages cards, etc.</b>	<p>1. The contractor shall maintain a wage book of each worker in such form as may be convenient, but the same shall include the following particulars-</p> <p>a) Rate of daily or monthly wages.</p> <p>b) Nature of work on which employed.</p> <p>c) Total number of days worked during each wage period.</p> <p>d) Total amount payable for the work during each wage period.</p> <p>e) All deductions made from the wages with an indication in each case of the ground for which the deduction is made.</p> <p>f) Wage actually paid for each period.</p>

	<p>1) The Contractor shall also maintain a wage card for each worker employed on the work.</p> <p>2) The Registrar may grant an exemption from the maintenance of wage cards to a contractor who, in his opinion may no directly or indirectly employ more than 100 persons on the work.</p>
<b>7 Fines and deduction which may be made from wages</b>	<p>1. The wages of a worker shall be paid to him without any deduction of any kind except the following:</p> <p>a) Fine.</p> <p>b) Deductions for absence for duty, i.e. from the place or places where by the terms of his employment he is required to work. The amount of deduction shall be in proportion to the period for which he was absent.</p> <p>c) Deductions for damage to or loss of goods expressly entrusted to the employed person for custody or for loss of money for which he is required to account where such damage or loss is directly attributable to his neglect or default. Any other deduction which the Orissa Government may from time to time allow.</p> <p>2) No fines shall be imposed on a worker and no deduction for damage or loss shall be made from his wages until the worker has been given an opportunity of showing cause against such fines or deduction</p> <p>3) The total amount of fines which may be imposed in any one wage period, a work shall not exceed an amount equal to half an Anna in a rupee of the wages payable to him in respect of that wage period.</p> <p>4) No fine imposed on any worker shall be recovered from him by installments, or after the expiry of 60 days from the date on which it was imposed.</p>
<b>8 Register of Fines, etc.</b>	The Contractor shall maintain a register of fines and of all deductions for damage or loss. Such register shall mention the reason for which fine was imposed or deduction for damage or loss was made. The contractor shall maintain a list in English and in the local Indian language clearly defining acts and omissions for which penalty of fine can be imposed. It shall display such list and maintain it in a clear and legible condition in conspicuous places on the work.
<b>9 Preservation of register</b>	The wage register, the wage cards and the register of fines, deduction required to be maintained under this regulations shall be preserved for 12 months after date of the last entry made in them.
<b>10 Powers of Labour Welfare Officer to make investigation or enquiry</b>	The Labour Welfare Officer or any other person authorized by the Government of Orissa on their behalf shall have power to make enquiries with a view to ascertaining and enforcing due and proper observance of the fair wage clauses and the provisions of these regulations. He shall investigate into any complaint regarding default made by the contractor, subcontractor in regard to such provisions.
<b>11 Report of Labour Welfare Officer</b>	The Labour Welfare Officer or other authorized as aforesaid shall submit a report of the results of his investigations or enquiry to the Registrar, indicating the extend , if any to which the default has been committed with a note that necessary deductions from the contractors bill be made and the wages and other dues be paid to the labour concerned.
<b>12 Appeal against the decision of Labour Welfare Officer</b>	Any person aggrieved by the decision and recommendation of the Labour Welfare Officer or other person so authorized may appeal against such decision to the Labour Commissioner within 30 days from the date of decision forwarding simultaneously a copy of his appeal to the Registrar concerned but subject to such appeal the decision of the Officer shall be final and binding upon the Contractor.
<b>13 Inspection of Registers</b>	The Contractor shall allow inspection of the wage book and wage cards to any of his workers or to his agent at a convenient time and place after due notice is received., or to the Labour Commissioner or any other person authorized by the Government of Orissa on his behalf.
<b>14 Submission of return</b>	The contractor shall submit periodical returns as may be specified from time to time.
<b>15 Amendments</b>	The Government of Orissa may from time to time, add to or amend these regulations and on any question as to the application, interpretation of effect of these regulations, the decision of the Labour Commissioner or any other person authorized by the Government of Orissa in that behalf shall be final.
<b>CLAUSE 35</b>	The terms and conditions of the agreement have been read/ explained by me and _____ certify _____ clearly understand them.
	<p><i>Witness</i></p> <p><i>Contractor</i></p>

Schedule showing (approximately) materials to be supplied if available, the rates at which they are to be charged for and the places at which they are to be supplied.

Particulars	Rates at which the material will be charged to the contractor			Place of delivery
	Unit	Rs.	P.	

Note: The person or firm submitting the tender should see that the rates in the above schedule are filled up by the Registrar on the issue of the form prior to the submission of the tender.

*Signature of the Contractor*

*Signature of Registrar*

E

**Form No. 45**

(Vide para 67(i))

**MEASUREMENT BOOK FORM**

Particulars	Details of Measurement				Content of Area
	O	L	B	D	
1	2	3	4	5	6

E

**Form No. 46**

(Vide para 68)

**COMPLETION STATEMENT OF WORKS**

Sl. No.	Name of the work	Sanction			Amount of estimate	Amount spent	Excess amount spent	Percentage of excess	Remarks
		Authority	Lr. No.	Date					
1	2	3	4	5	6	7	8	9	10

E

**Form No. 47**

(Vide para 71(i))

**LOG BOOK OF VEHICLE**

Duty slip No.	Date of journey	Details of journey From/To Time of journey commenced/Ended	Reading Of Speedometer		K.M. travelled	Name and designation of person travelled	Whether on official/private use
			At the Beginning of the journey	At the end of Journey			
1	2	3	4	5	6	7	8

FUEL					Signature of Driver	Signature of Officer who travelled	Reference of Recovery for Private Journey		Remarks
O.B. in Tank / Cane	Purchased	Total	Consumed	Balance in Tank / Cane			Receipt No. and Date	Amount recovered	
9	10	11	12	13	14	15	16	17	18

E

**Form No. 48**  
(Vide para 71 (ii))

**PARTICULARS OF VEHICLES AND INCUMBENCY OF DRIVERS**

1. Type of vehicle:
2. Make of vehicle:
3. Registered No. of the vehicle:
4. Engine No:
5. Chassis No.:
6. Horse power:
7. Whether Petrol or Diesel engine:
8. Date of acquisition:
9. Cost of the vehicle with Bill No. and date:
10. Whether New or Second hand:
11. Tyre No:
12. List of tools and accessories:
13. List of spare parts to be kept with the Driver:

**PARTICULARS OF DRIVERS INCHARGE OF VEHICLES**

Sl. No.	Name of the Driver	Period of in-charge		Signature of Officer-in-charge of vehicle	Signature of the Controlling Officer
		From	To		
1	2	3	4	5	6

**CHECK OF TOOLS AND ACCESSORIES**

Date of checking	Name and designation of Checking Officer	Result of checking	Initial of checking Officer	Remarks
1	2	3	4	5

E

**Form No.49**  
(Vide para 71 (iii))

**DUTY REGISTER FOR VEHICLES**

Date	Sl. No of duty slip	Name of the Driver with vehicle No.	Name and designation of requisition officer	Purpose of use/journey	Period allowed	Acknowledgement of duty slip by the Driver	Remarks (Receipt No. & date & amount recovered in case of private use)
1	2	3	4	5	6	7	8

E

**Form No. 50**  
(Vide para 72(i))  
**REQUISITION FOR UNIVERSITY VEHICLE**

Requisition No.....dt.....

**PART-I**

1. Name and designation of the Officer requiring the vehicle :
2. Place and time at which required:
3. Approximate duration for which required:
4. Purpose of journey or use:
5. Private or Official:
6. Scheme to which chargeable in case of Official use (fuel only):
7. Remarks:

***Signature & Designation of the requisitioning Officer***

---

**PART-II**

Duty Slip No.....

Shri \_\_\_\_\_ Driver with vehicle No. \_\_\_\_\_  
He is directed to report to \_\_\_\_\_ for going to \_\_\_\_\_  
On \_\_\_\_\_ at \_\_\_\_\_ for \_\_\_\_\_

***Signature & Designation of the requisitioning Officer***

---

**PART-III**

Reference Requisition No. \_\_\_\_\_ dated \_\_\_\_\_  
The vehicle as requisitioned by him will/will not be made available to him on the dates \_\_\_\_\_  
Shri \_\_\_\_\_ Driver with vehicle No. \_\_\_\_\_ has been directed  
for the purpose.

***Signature & Designation of the requisitioning Officer***

**To**

Endorsement No.

Dated.

---

**TRAVELLING ALLOWANCE BILL FORM**  
(For Employees)

Name :  
Designation

Pay  
Special Pay /  
Dep. Allowances

Amount of Advance drawn :

Section :

Month of :

Date of Advance :

DEPARTURE		ARRIVAL					LENGTH OF JOURNEY PERFORMED BY				Daily allowance claimed	Actual Expenses	Total	Purpose of Journey	Remarks
Date	Time	Place	Date	Time	Place	Railway	Road Journey	Bus Journey	Own Car	Own Vehicle scooter M. Cycle others					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

1. Certified that I actually travelled in the class in which I am entitled to travel and for which, I have charged railway fare in the bill 9RULE 47 of the Orissa Travelling Allowance Rules).
2. Certified that the road journeys between places connected by rail have been performed in the interest of the public service such as saving of time inspection enroute(Note below rule 47-B ibid.)
3. Certified that the bus fare claimed is not more than the amount actually paid(Vide Rule 79-A ibid)
4. Certified that the actual expenses incurred for the transport of personal affects or conveyance or horse was not less than the sum claimed (Rule 35-A. (iii) and (iv) ibid.)
5. Certified that mileage has not been claimed for the journey performed by Government/University conveyance free of charge and that only reduced rate of mileage has been claimed for journeys performed by conveyance other than my own car (rule 79-A (ii) ibid).
6. Certified that I was actually and not merely constructively in camp for all the days of the halt for which daily allowance has been claimed (Rule 62 of the O.T.A. Rules).
7. Certified that I have travelled in my own Car/Scooter/Motor cycle bearing No.

**Signature in full.**

Road.....K.M. @

Rs. P.

Signature of Officer who travelled

Road.....K.M. @

Office stamp

Railway fare.....K.M.

D.A.....days @

Total claim

(-) Advance drawn if any

Net claim

Appropriation for  
200 200  
expenditure including this bill  
balance

Pay Rupees  
Date

**FINANCE OFFICER**



**TRAVELLING ALLOWANCE BILL FORM**  
(For Members )

Bill No..... For the Month of .....

Name ..... Designation ..... Pay Rs. ....  
Chairman / Members of .....

DEPARTUR E		ARRIVAL					LENGTH OF JOURNEY PERFORMED BY					Daily allow-wance claim-ed	Actual Expen-ses	Total	Purp-ose of Jour- ney	Remarks
Date	Time	Place	Date	Time	Place	Railway	Road Jour- ney	Bus Jour- ney	Own Car	Own Vehicle scooter M. Cycle others						
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	

**FOR USE IN THE UNIVERSITY OFFICE**

Certified that Sri/Dr. ....has attended the University business on..... For meeting of ..... for which no bill has been submitted previously.

Signature of Section Officer

Signature of Officer  
(Registrar / Controller of Examinations/  
Deputy Registrar / Development Officer/  
Assistant Registrar)

1. Certified that I actually travelled in the class in which I am entitled to travel and for which, I have charged railway fare in the bill 9RULE 47 of the Orissa Travelling Allowance Rules).
2. Certified that the road journeys between places connected by rail have been performed in the interest of the pubic service such as saving of time inspection enroute(Note below rule 47-B ibid.)
3. Certified that the bus fare claimed is not more than the amount actually paid(Vide Rule 79-A ibid)
4. Certified that the actual expenses incurred for the transport of personal affects or conveyance or horse was not less than the sum claimed (Rule 35-A. (iii) and (iv) ibid.)
5. Certified that mileage has not been claimed for the journey performed by Government/University conveyance free of change and that only reduced rate of mileage has been claimed for journeys performed by conveyance other than my own car (rule 79-A (ii) ibid).
6. Certified that I was actually and not merely constructively in camp for all the days of the halt for which daily allowance has been claimed (Rule 62 of the O.T.A. Rules).
7. Certified that I have travelled in my own Car/Scooter/Motor cycle bearing No.

**Signature in full.**

Road.....K.M. @

Rs. P.

Signature of Officer who travelled

Road.....K.M. @

Office stamp

Railway fare.....K.M.

D.A.....days @

Total claim

(-) Advance drawn if any

Net claim

Appropriation for  
200 200  
expenditure including this bill  
balance

Pay Rupees

Date

**FINANCE OFFICER**

