



OFFICE OF THE REGISTRAR :: GAUHATI UNIVERSITY  
GOPINATH BARDOLOI NAGAR :: GUWAHATI-14 :: ASSAM :: INDIA  
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Ref No.: GU/M/2016/618-6181

Date: 08/12/2016

## NOTIFICATION

GU/M/2016/62

### Procedure for disbursement of fund for conduct of P.G., M.Phil, etc. examination's conducted by academic departments of G.U. in G.U. Campus.

Gauhati University has taken up an initiative to move towards greater cashless mode of transactions. In pursuance of the same, the following guidelines are hereby issued for disbursement of funds for P.G., M.Phil, etc. examinations conducted by Academic departments of G.U. in G.U. campus.

It has been observed that expenses incurred for conduct of such examinations may be broadly classified into 3 groups viz expenses towards invigilators / remuneration etc, hospitality expenses and stationery expenses. Accordingly, the following guidelines are issued to meet these expenses.

- 1) All payments made to invigilators & supporting departmental staff, examination remuneration (to paper examiners and scrutinisers) shall henceforth be made only on electronic transfer mode by office of the Finance Officer. For this purpose, the concerned officer-in-charge / zonal officer shall submit a statement to Finance Officer's establishment after declaration of result. Format of the statement is given in Annexure 1. On receipt of the same, Finance Officer's establishment shall be directly credit the payees account through NEFT / RTGS mode. To facilitate faster processing and credit to payees account, the officer-in-charge/ zonal officers are also requested to prepare and forward the statement as in Annexure 2 (in duplicate).
- 2) In order to meet expenditure related to hospitality and stationery (for conduct of examination and maintenance of zone), all Heads of academic departments are hereby requested to open a fresh bank account at SBI, G.U. Branch with the following terms and conditions:
  - a) The bank account shall be opened in the name and style of "Department of (name of dept.) - Examination Account." For example "Department of Assamese – Examination Account".
  - b) It shall be jointly operated by the current HOD and the immediately preceding HOD who is presently in service of G.U. In case there is no previous HOD who is in service at present, the senior most teacher of the department shall be a joint signatory.
  - c) This account shall be operated only for the purpose of meeting hospitality and stationery expenses for conducting P.G., M.Phil, etc. examinations / maintenance of zonal offices of the concerned academic department of G.U. and nothing else.
  - d) No other funds shall be deposited to the said account except those in relation to meeting hospitality and stationery expenses for conduct of P.G., M.Phil, etc. examinations and maintenance of zone by academic departments of G.U. in G.U. campus.
  - e) All funds in the said account shall accrue to G.U. and shall be managed and run under the direction and control of Finance Officer's establishment.
  - f) It shall be the duty of the joint signatories of the account to maintain all vouchers, bank passbook, cash book and ledger and other important documents and produce the same for audit etc.
  - g) Before the commencement of an examination, the officer-in-charge of the examination / zonal officer of the concerned zone shall submit a request to Finance Officer, G.U. for payment of advance to meet hospitality expenses like tea, coffee and refreshment and stationery expenses. On receipt of the same and after sanction as per rules, a cheque will be drawn in favour of the said bank account. The amount of advance shall be recorded in the name of the officer-in-charge / zonal officer and shall remain so till adjusted.

- h) Once the result is declared and the examination process is over in all respects in the deptt., the officer-in-charge / zonal officer shall submit all vouchers and associated documents to Finance Officer's establishment for adjustment of the advance. It shall also be accompanied by a consolidated 'Receipts and Expenditure' (in respect of the advance drawn only) countersigned by the officer-in-charge / zonal officer. Once the account is settled and advance adjusted, an adjustment certificate shall be issued to the officer-in-charge / zonal officer by Finance Officer's establishment.
- i) Immediately at the end of each financial year, the joint signatories of the bank account shall cause to produce a bank reconciliation statement for the concerned financial year. The same shall be placed in the next DAC (Departmental Advisory Committee) meeting of the department concerned for adoption before forwarding the same to Finance Officer's establishment.
- j) At the end of each financial year, the Finance Officer's establishment shall conduct an audit of the bank account and forward a copy of the audit report to the HOD of the department for compliance if any.
- 3) All payments of the examination / zonal office shall be made as per extant G.U. rules. The officer-in-charge and the joint signatories of the account shall pay particular attention to this aspect.

This is issued vide approval of the Hon'ble Vice Chancellor dated 07/12/2016.

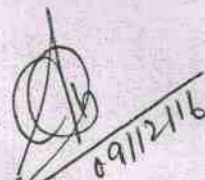
  
09/12/16  
Registrar  
Gauhati University


Memo No.: GU/M/ 2016/ 618-6181

Date:08/12/2016

Copy forwarded for information & necessary action to:

- 1) The Rector, G.U.
- 2) The Finance Officer, G.U.
- 3) The Controller of Examinations, G.U.
- 4) Heads of all academic departments, G.U.
- 5) Principal, University Law College, G.U.
- 6) Director, GUIST, G.U.
- 7) Director (i/c), IDOL, G.U.
- 8) Joint Registrar, with a request to upload the notification in the G.U. website
- 9) Secy. to Vice Chancellor, G.U.
- 10) Secy. to Registrar, G.U.
- 11) Office file

  
09/12/16  
Registrar  
Gauhati University

Web cell  
For info  
  
9/12/16

**Statement of Bills forwarded for payment to Invigilators, Supporting Staff, Examiners etc.**

Name of the Examination(s) :

Name of Officer-in-charge / Zonal Officer :

Sl No.	Name of Payee	Name of Bank & Branch	Bank Account No.	Amount claimed	Number enclosures of the bills attached	Amount Eligible (to be filled up by Finance Officer's establishment)

Signature of Officer-in-charge / Zonal Officer's (with seal)

For Finance Officer's Establishment

Checked & Passed for Rs.  
(Rupees \_\_\_\_\_)Signature of  
AccountantSignature of  
Deputy TreasurerSignature of  
Finance Officer

(Please put full name)

Annexure 2 (to be submitted in duplicate)

Ref No.

Date:

To,  
The Branch Manager  
State Bank of India  
G.U. Branch

Sub: Direct Credit of Examination Remuneration

Sir,

Please credit the payees accounts as per details given below:

Sl No.	Name of Payee	Bank Account No.	Name of Bank & Branch	IFSC Code	Amount to be credited *

Cheque No. \*..... dated \*..... for Rs.  
\*..... is enclosed for the purpose.

Yours faithfully

Officer-in-charge of the Examination/Zonal officer

Finance Officer, G.U.

\* To be filled up by the Finance Officer's establishment.