

UNIVERSITY OF TURBAT

Tradition, Innovation, Excellence



FINANCIAL STATUTES 2023

University of Turbat
Turbat Kech Balochistan

TO BE PUBLISHED IN THE
NEXT ISSUE OF BALOCHISTAN GAZETTE

UNIVERSITY OF TURBAT
TURBAT, KECH, BALOCHISTAN

Dated: 28 September, 2023

NOTIFICATION

No. UoT/Reg. 1129-8/2023. In pursuance of Section 24 (2) Clause (h) of Balochistan Universities Act (Act No. XII of 2022), the draft of the Financial Statutes 2023 of University of Turbat, having been approved by the University of Turbat Senate on 8th August, 2023, is hereby published as the University of Turbat Financial Statutes 2023.

UNIVERSITY OF TURBAT FINANCIAL STATUTES 2023

CHAPTER-I

GENERAL PROVISIONS

1. Short Title, Commencement and Application:

- i. These rules, framed in pursuance of Chapter-VI (Statutes, Regulations and Rules), Section 35 (1) (b, c and d), Chapter VIII (University Fund, Audit and Finance) Section 39, 40, 41 and 42 of Balochistan Universities Act 2022, shall be called, "*The University of Turbat Financial Statutes 2023*".
- ii. These Statutes shall come into force at once and shall be applicable to all kinds of the funds of the university.
- iii. These Statutes shall be followed by the authorities of the University in the discharge of the financial powers and functions entrusted upon them under the **Balochistan Universities Act 2022**.
- iv. For procurement of goods, works, and services, in addition to and not in derogation of these rules, "Balochistan Public Procurement Regulatory Authority (BPPRA), Public Procurement Regulatory Authority (PPRA) rules" shall mutatis mutandis be applicable as the case may be.

2. **DEFINITIONS: ---** In these statutes, unless the context otherwise requires, the following expression, shall have the meanings hereby respectively assigned to them, that is to say,
- (a) **“Authority”** means the authority of the University as specified in the **Balochistan Universities Act 2022** and statutes, regulations and rules made there under;
 - (b) **“Auditor”** means the Internal Auditor of the university.
 - (c) **“Budget”** means the financial estimates of the University for the Financial Year duly recommended, approved by relevant bodies (Finance and Planning Committee, Syndicate and Senate);
 - (d) **“Chancellor”** means the Governor/ Chancellor of the University;
 - (e) **“Commission”** means the Higher Education Commission of Pakistan
 - (f) **“Competent Authority”** means vice chancellor;
 - (g) **“Directorate of Finance”** means the Treasury of the University under the administrative control of the Treasurer/ Director Finance, consisting of Accounts Section, Budget Section, Investment Section, Revenue Section, Audit Section, Pension and Funds Section, Procurement Wing and other appropriate section(s) which may be added to it by the competent authority;
 - (h) **“Directorate of Planning and Development”** means the Directorate of Planning and Development of the university;
 - (i) **“Director Planning and Works”** means the Director of Planning and Works of the University.
 - (j) **“Employees”** means the employees (academic and administrative) of the university;
 - (k) **“Finance and Planning Committee”** means the Finance and Planning Committee (F&PC) of University;
 - (l) **“Fund”** means the fund of the University;
 - (m) **“HEC”** means Higher Education Commission;
 - (n) **“Inspection Committee”** means a Committee appointed by the Vice Chancellor for the purpose of Inspection, under these rules;
 - (o) **“Non-Stock Items”** means items of specific nature not stocked in the main store and procured as and when required by department / section. These would normally include all fixed assets items, library books, laboratory chemicals glassware, equipment and workshop tools and materials, computers and their accessories etc.
 - (p) **“Procurement Wing”** procurement office of the university.

- (q) **“Purchase Committee”** means the Purchase Committee appointed for any purchase of goods and services by competent authority of the University;
- (r) **“Departmental Tender Committee”** means the departmental tender committee for planning and works of the university;
- (s) **“Pro-Vice Chancellor”** means Pro-Vice Chancellor of the University;
- (t) **“Registrar”** means the Registrar of the University;
- (u) **“Senate”** means the Senate of the University;
- (v) **“Stock Items”** means, items, which are purchased in bulk and usually consist of general stationery, office stationery, office supplies, items of sanitary, hardware, timber, electrical goods and appliances and other miscellaneous materials and consumable items required for the maintenance and up-keep of structures, moveable and immovable assets.
- (w) **“Syndicate”** means the Syndicate of the University;
- (x) **“Treasurer”** means the Treasurer/ Director Finance of the University;
- (y) **“University”** means the University of Turbat;
- (z) **“Vice Chancellor”** means the Vice Chancellor of the University.

CHAPTER II

DESCRIPTION OF UNIVERSITY FUND

3. UNIVERSITY FUND:

(1) There shall be a University fund to which all income from fees, donations, trusts, bequests, endowments, contributions, grants and all other sources shall be credited.

(2) Bank account(s) for the University fund may be opened and operated by the Treasurer with any scheduled bank / banks, as per guideline received from the Federal Government/HEC and Provincial Government from time to time.

4. SOURCES OF FUND:

I. GRANTS:

- a. Grants of the Federal Government direct or released through the Higher Education Commission or Provincial Government of Balochistan;
- b. Other grants from Organizations/bodies released for purposes such as scholarships, awards, prizes, study tours and travel, students' welfare, provision of amenities, holding tournaments, seminars, debates, sports festivals and other activities of students and staff;
- c. Development Grants of Federal Government released through the Higher Education Commission and developmental schemes/ Funds released by the Provincial Government for the development projects of university;
- d. Special grants released by the Federal or Provincial Government for a specific purpose or covering a range of specific / special items;
- e. Grant/Donation made by foreign donors.
- f. Donation from the business community/ notables/ ministers for the welfare of students and employees.

II. UNIVERSITY'S OWN RESOURCES

- a. Admission fee, Registration fees, Tuition fee, Examination fee, Self-Finance fee, Late fee, Fines, Equivalence fee, Provisional Certificate fee, Detail Marks Certificates fee, Degree fee, Migration fee, Correction in name fee, Proficiency fee, Sports fee, Affiliation fee and other fee prescribed by the University.

- b. Hostel Income: Hostel admission fee, hostel rent, service charges, electricity charges from students and all other user charges.
- c. Profit and interests from funds and investments,
- d. Income from staff and students for hiring university vehicles, rents, telephone and electricity charges and any other user charges.
- e. Donations, gifts, bequests, honours, awards, prizes, and medals to the University
- f. Income generated from university properties, shops, buildings, auction of condemned items,
- g. Income generated from university patents, commercialization, and revenue generating projects initiated by the university,
- h. Miscellaneous income i.e. all income not covered under the aforementioned sources, which may be accounted for under the miscellaneous head, including charges for tender documents and other forms/documents, Rent and charges from private parties etc.

CHAPTER-III

FINANCIAL BODIES AND AUTHORITIES OF THE UNIVERSITY

5. FINANCIAL ORGANIZATION

- a. The Financial Organization in these Rules has been structured around the existing administrative set-up of the University. The Treasurer, under the supervision of the Vice Chancellor, administers and manages the Treasury of the University.
- b. The Treasury will consist of Accounts Section, Budget Section, Investment Section, Revenue Section, Audit Section, Pension and Funds Section, Procurement Wing and other appropriate section(s) which may be added to it by the competent authority;
- c. The financial transactions will be coordinated and routed to the Treasurer for authorization or obtaining approval of competent authority.
- d. Each of these sections has further been divided into sub-sections to ensure a smooth and efficient working and to exercise sound control at the lower level of the functionaries.

6. FINANCIAL BODIES AND AUTHORITIES OF UNIVERSITY

I. SENATE. (a) The Senate, as provided under Section 24 (1) the Balochistan Universities Act 2022 shall have the powers of general supervision of the university and shall hold the Vice Chancellor and the Authorities accountable for all of the functions of the University.

(b) As provided under Sections 24 (2) of Balochistan Universities Model Act 2022 without prejudice to the generality of the foregoing, the Senate shall have the following financial powers:

- a) to approve the proposed annual plan of work, the annual and revised budgets, annual report and the annual statement of account,
- b) to hold, control and lay down policy for the administration of the property, funds and investments of the university, including the approval of the sale and purchase or acquisition of immovable property;
- c) to approve the appointments of the teaching and administrative staff of the university on the recommendation of the selection board,
- d) to approve the financial resource development plan of the university,

II. SYNDICATE. (a) The Syndicate, as provided under Section 26 (1) of the Balochistan Universities Model Act 2022 shall be the Executive Body of the

University and shall, subject to the provisions of the Act and the Statutes, exercise general supervision over the affairs and management of the University.

- (b) As provided under Sections 26 (2) of Balochistan Universities Model Act 2022 without prejudice to the generality of the foregoing powers and subject to the provisions of this Act, the Statutes and direction of the Senate, the Syndicate shall have following powers related to financial affairs of the University;
- a. To consider the annual report, the annual and revised budget estimates and to submit these to the Senate with its observation if any;
 - b. To transfer and accept transfer of movable property on behalf of the University;
 - c. To enter into, vary, carry out and cancel contracts on behalf of the University;
 - d. To cause proper books of accounts to be kept for all sums of money received and expended by the University and for the assets and liabilities of the University;
 - e. To invest any money belonging to the University including any unapplied income in any of the securities described in section 33 of the Balochistan Trust Act, 2020 (Act IV of 2020), or in the purchase of immovable property or in such other manner, as it may prescribe, with the like power of varying such investments;
 - f. To Receive and manage any properly transferred, and grants, bequests, trust, gifts, donations, endowments, and other contributions made, to the University;
 - g. To Administer any funds placed at the disposal of the University for specified purposes;
 - h. To provide the buildings, libraries, premises, furniture, apparatus, equipment and other means required for carrying out the affairs of the University;
 - i. To institute Professorships. Associate Professorships, Assistant Professorships, Lecturer ships, and other teaching posts or to suspend or abolish such posts;
 - j. To create, suspend or abolish such administrative or other posts as may be necessary;
 - k. To appoint University Lecturers, Assistant Professors and other equivalent grade administrative officers on the recommendation of the Selection Board;

III. FINANCE AND PLANNING COMMITTEE: - The Finance & Planning Committee under the Schedule-1 (First Statutes of the Public Sector Universities of Balochistan) Section 12 (4) of Balochistan Universities Model Act 2022 shall

have the following functions:

- (i) To consider the annual statement of accounts and the annual revised budget estimate and advise the Syndicate and Syndicate thereon;
- (ii) To review periodically the financial position of the University;
- (iii) To advise the Syndicate and Senate on all matters relating to planning development, finances, investment and accounts of the University; and
- (iv) To perform such other functions as may be prescribed.

IV. VICE-CHANCELLOR: - The Vice-Chancellor, under Section 16 (1) Balochistan Universities Act 2022, has the following financial powers, responsibilities and duties:

- a. The Vice Chancellor shall be the chief executive officer of the University responsible for all administrative and academic functions of the University and for ensuring that the provisions of the Act, Statutes, Regulations and Rules are faithfully observed in order to promote the general efficiency and good order of the University. The Vice Chancellor shall have all powers prescribed for this purpose, including academic and administrative control over the officers, teachers and other employees of the University.
- b. The Vice Chancellor shall also have the powers:- (a) to create and fill temporary positions not exceeding a period of one year subject to approval of Syndicate; (b) to direct teachers, officers and other employees of the University to take up such assignments in connection with examination, administration and such other activities in the University as he may consider necessary for the purposes of the University; (c) to sanction all expenditure provided for in the approved budget and re- appropriation of funds from one head of budget to another head of budget within the same major head expenditure; (d) to sanction by re-appropriation an amount not exceeding an amount / limit prescribed by the Senate for an unforeseen item not provided for in the budget and report it to the Senate at the next meeting; (e) to appoint paper setters and examiners for all examinations of University after receiving panels of names from the relevant authority; (f) to make such arrangements for the scrutiny of papers, marks and results he may consider necessary; (g) to delegate subject to such conditions, if any, as may be prescribed, any of the powers under Act to an Officer or the employees of the University; (h) to exercise general control and supervision over the system of examination in the University; (i) to appoint visiting/contract Professors, Associate Professors, Assistant Professors sand Lecturers and research staff in various disciplines for a period not more than one Academic year on the terms and conditions as may be prescribed; and (j) to appoint

employees below the rank of Lecturer and equivalent officer; and (k) to exercise and perform such other powers and functions as may be prescribed.

V. PRO-VICECHANCELLOR: - The Pro-Vice Chancellor, under Section 18 **Balochistan Universities Act 2022**, has the following powers, responsibilities and duties:

(1) The Pro-Vice Chancellor shall hold responsibilities and shall perform duties as the Vice Chancellor may notify from time to time, so as to assist the Vice Chancellor in the assigned academic and administrative matters and affairs of the University.

(2) The Pro-Vice Chancellor shall be an Ex-officio member of all the Statutory Bodies of the University, such as, the Senate, the Syndicate, the Academic Council, the Finance and Planning Committee, the Advanced Studies and Research Board, the Selection Board / Committee, and such other Committees or Sub-committees formed by the authority from time to time under Section 22 (2) of this Act.

(3) The Pro-Vice Chancellor shall also have the powers as may be assigned to him through statutes.

(4) Under these statutes, the Pro-Vice Chancellor shall be the chairman of the following committees of the university;

- a) Departmental Tender Committee,
- b) Purchase Committee,
- c) Inspection Committee.

(4) Under these statutes, the Pro-Vice Chancellor shall be the ex-officio member of the Departmental Accounts Committee (DAC) of the university.

VI. TREASURER: The Treasurer, as provided under Section 20 (3) of the **Balochistan Universities Act 2022** shall be the chief financial officer of the University and shall have the following powers and responsibilities:

1. Manage the assets, liabilities, receipts, expenditures, funds and investments of the University;
2. Prepare the annual and revised budget estimates of the University and present them to the Syndicate or a committee thereof for approval and incorporation in the budget to be presented to the Syndicate and Senate;
3. Ensure that the funds of the University are expended on the purposes for which they are provided;
4. Have the accounts of the University audited annually so as to be available for submission to the Senate within six months of the close of the financial year, and
5. Perform such other duties as may be prescribed.

VII. INTERNAL AUDITOR: (a) According to Section 42 (1 and 2) of Balochistan Universities Act 2022, there shall be an internal auditor who shall be responsible for pre-auditing of all bills and documents for all payment to be made by the University.

- b. The Accounts of the University shall be audited by the Auditor General of Pakistan in each financial year in conformity of the Balochistan Universities Act 2022 and with these statutes of the university.
- c. Under these statutes, the Internal Auditor of the university shall be part of the Directorate of Finance and work under the Treasurer of the university with the following functions:
 - i. Whether expenditures incurred are within the budget provision,
 - ii. Whether income tax, sale tax and other admissible taxes are deducted from the salaries and payment bills,
 - iii. Whether all payment bills of stores (stock and non-stock) bear the stock entry and other certificates,
 - iv. Whether separate stock register for consumable stores and dead stock maintained and physical verification of dead stock have been carried out.
 - v. Whether proper record of consumable stores maintained and entries of stores have been checked.

- V. **PROCUREMENT WING:** (a) Under these statutes, there shall be a Procurement Wing of the Directorate of Finance of the University with the following functions:
- i. purchase of goods and services, including equipment, instruments, consumable office supplies and durable goods to be made under recurring budget and HEC/Government funded projects.
 - ii. issue invitations to bid, requests for proposal, requests for quotation, issue contract and purchase orders, develops term contracts, acquires supplies and services.
 - iii. procurement requisition, store stock availability, cost estimation by procurement officer, budget provision report from director finance/treasure, administration approval thorough director procurement, quotation/ tender through qualified vendors/firms, comparative statement, recommendation of purchase committee, purchase order approval, receipt of goods by store officer, inspection of goods by inspection of committee and issuance of goods to the end users.
- (b). Under these statutes, there shall be a purchase committee and an inspection committee of the Procurement Wing.
- (c). Under these statutes, there shall be a Procurement Adminisrtrant/ In-charge of the Procurement Wing of the Directorate of Finance who shall work under the Treasurer of the University.

CHAPTER-IV

UNIVERSITY BUDGET (COMPILATION, CONTROL AND FORMAT)

7. **UNIVERSITY BUDGET:** The University's annual budget is a detailed planning of activities involving financial aspects, which enables the University to exercise an effective control over the actual expenditures, which is measured against the budgeted targets and thus provides a useful guidance in planning future financial activities of the University.
8. **BUDGET COMPILATION AND CONTROL:** (1) The Budget section of the Treasury shall carry out the compilation of the budget during 3rd quarter of every financial year. The Budget section will approach all departments/ sections to submit the estimates of their recurring and capital expenditures for the ensuing year by a fixed date every year. The Budget section shall provide the specified forms in which the information shall be required from each department and shall assist the departments in the compilation of figures.
 - (2) On the basis of information furnished by the departments / offices, the Budget section shall compile a first draft of the budget. The Treasurer shall scrutinize the draft and after discussing various aspects of the budget with the Vice Chancellor and the Departmental heads, shall incorporate necessary changes. After incorporating the changes, if any, draft of the budget shall be presented to the Finance & Planning Committee for scrutiny and its recommendation to the Syndicate. The recommended budget with the revised estimates shall be placed before the Syndicate and then Senate for approval.
 - (3) The Revised Budget shall be based on the actual expenditure of 9 months from 1st July to 31st March of the year and probable figures from 1st April to 30th June. The revised estimates shall form part of the budget format and shall be placed before the Finance & Planning Committee, Syndicate and then Senate along with the proposed budget for the ensuing year.
 - (4) Before any payment is made, it shall be ensured that provision exists in budget under the particular head of expenditure. Prescribed income and expenditure ledger shall be maintained showing budget targets under various heads of income and expenditure against which the actual receipts and disbursements shall be recorded. Deviation from the budgeted figures shall be highlighted so that the correct action could be taken in time.
9. **BUDGET FORMAT:** - The HEC budget format shall be adopted for the recurring budget of the University for the Relevant Heads of the income and expenditures.

CHAPTER-V

DELEGATION OF FINANCIAL POWERS

10. DELEGATION OF POWERS

The officers of the University mentioned below shall exercise the following financial powers:

S. No.	HEAD OF EXPENDITURE	NAME OF AUTHORITY	EXTENT OF DELEGATION
(1)	Pay & Allowances	Vice-Chancellor Treasurer	Full Powers Delegated Powers
(2)	Scholarships & Other Awards to Students	Vice-Chancellor Treasurer	Full Powers Delegated Powers
(3)	Remuneration / Honorarium to part-time teachers / employees	Vice-Chancellor	Full Powers
(4)	Cash Awards for meritorious service	Syndicate Vice-Chancellor	Full Powers Delegated Powers
(5)	Other awards/scholarships for MS/PhD studies abroad	Syndicate Vice-Chancellor	Full Powers Delegated Powers
(6)	Pension & Gratuity	Vice-chancellor Treasurer	Full Powers Delegated Powers
(7)	Expenditure on foreign trainees in Pakistan and Vice-Versa (Short courses abroad)	Vice-Chancellor	Full Powers
(8)	Loan to employees (out of Revolving Funds)	Vice-Chancellor Loan Committee	Full Powers Delegated Powers
(9)	Laboratories Expenses & contingencies	Vice-Chancellor Dean / Head	Full Powers Full Powers Within budgetary allocation for their Offices/ Deptt
(10)	Payment of Audit Fee	Vice-Chancellor	Full Powers
(11)	Rent for Residential buildings (House requisitions etc.)	Vice-chancellor Registrar	Full Powers Delegated powers
(12)	Conduct of Examinations	Vice-Chancellor	Full Powers
	Remuneration/Secrecy Payments	Controller of Examination	Delegated powers
	Printing of Question Papers	Vice-Chancellor Controller of Examination	Full Powers Delegated powers
	Miscellaneous Advances for examinations	Vice-Chancellor Treasurer	Full Powers Delegated Powers

(13)	<u>Purchase of Durable Goods</u>		
	Machinery & Equipment	Vice-Chancellor	Full Powers
	Transportation	Vice-Chancellor	Full Powers
	Furniture & Fixture	Vice-Chancellor	Full Powers
	Transport	Vice Chancellor	Full Powers
(14)	Sports Materials	Vice-Chancellor	Full Powers
(15)	Feasibility Studies	Vice-Chancellor	Full Powers
(16)	Holding Survey Camps	Vice-Chancellor	Full Powers
(17)	Research Projects	Vice-Chancellor	Full Powers
		Deans and Treasurer	Delegated Powers
(18)	Students Project Works	Vice-Chancellor	Full Powers
		Treasurer	Delegated Powers
(19)	<u>Repair & Maintenance of Durable Goods</u>		
	Transport	Vice-Chancellor Treasurer	Full Powers Delegated Powers
	Machinery & Equipment	Vice-Chancellor Treasurer	Full Powers Delegated Powers
	Furniture & Fixtures	Vice-Chancellor Treasurer	Full Powers Delegated Powers
	Buildings	Vice-Chancellor Treasurer / Director Planning & Works	Full Powers Delegated Powers
	Tech: sanction of Estimates of works	Vice-Chancellor Project Director Planning & Works	Full Powers Delegated Powers

(20)	<u>Commodities & Services</u>		
	T. A. to Staff	Vice Chancellor	Full Powers
	TA for Exam duties	Vice Chancellor	Full Powers
	Transportation of Goods	Vice Chancellor	Full Powers
	P.O.L. charges	Vice-Chancellor	Full Powers
	Students study Tour	Treasurer	Delegated powers
		Vice-Chancellor	Full Powers
	Conveyance Charges	Treasurer	Delegated Powers
(21)		Vice-Chancellor	Full Powers
		Treasurer	Delegated Powers
	Office Stationery	Vice-Chancellor	Full Powers
		Treasurer	Delegated Powers
	Printing	Vice-Chancellor	Full Powers
		Treasurer	Delegated Powers
	Newspapers and Book etc.	Vice-Chancellor	Full Powers
		Treasurer	Delegated Powers
	Litigation Charges	Vice-Chancellor	Full Powers
	Fairs Exhibitions etc.	Vice-Chancellor	Full Powers
	Publicity and Advertisement	Vice-Chancellor	Full Powers
	Chemicals & Glassware	Vice-Chancellor	Full Powers
		Head of Faculty/ Deptt.	Delegated Powers within the limit of contingency / Budget provision placed at his disposal
	Subsidies	Vice-Chancellor	Full Powers
	Unforeseen	Vice-Chancellor	Full Powers
		Treasurer	Delegated Powers
	Insurance of Labs / Vehicles	Vice-Chancellor	Full Powers
		Treasurer	Delegated Powers
	Amenities (Students)	Vice-Chancellor	Full Powers
		Treasurer	Delegated Powers

Entertainment & Gifts	Vice-Chancellor Treasurer	Full Powers Delegated Powers
Contribution to other institutions	Syndicate Vice-Chancellor	Full Powers Delegated Powers
Re-appropriation	Syndicate & Senate Vice-Chancellor	Full Powers Delegated Powers
Advance for specific items	Vice-Chancellor	Full Powers
Approval of Recoupment of advances	Vice-Chancellor	Full Powers
Refund of fees & student's security etc.	Treasurer	Delegated Powers
Refund of Exam Fee	Controller exam	Delegated powers
Other Refunds	Treasurer	Full Powers
Labour Charges (Daily Wages/Work Charges Esst)	Vice-Chancellor Treasurer	Full Powers Delegated powers
G.P. Fund advance	Vice-Chancellor	Full Powers.
Final Payment of G.P. Fund	Vice-Chancellor	Full Powers
Medical (Reimbursement) Charge	Vice-Chancellor Treasurer	Full Powers Delegated powers
Write-off / waive-off unserviceable articles / Losses	Syndicate Vice-Chancellor	Full Powers Delegated powers
Approval for auction / sale / disposal of assets	Syndicate Vice-Chancellor	Full Powers Delegated powers
Acceptance of tenders of works and supplies	Vice-Chancellor	Full Powers
Appointment of work charge Staff	Vice-Chancellor	Full Powers

CHAPTER-VI

RECORDING OF TRANSACTIONS, RECEIPTS, PAYMENTS AND BALANCING & RECONCILIATION

11. RECEIPTS: (1) All money received will be deposited in a prescribed bank and recorded in the cash book daily. If due to unavoidable circumstances the money cannot be deposited on the day it is received, the matter will be brought to the notice of the Treasurer, who may take necessary precautions for the safe custody of the cash.

- (2) For all moneys received other than through bank challans and money orders, a printed receipt shall be prepared by the cashier and countersigned by the section in charge. In case any receipt is cancelled, it will be defaced with rubber stamps and will be kept properly folded in the receipt book.
- (3) All money received by the University Account shall be analyzed date-wise on the classification sheet and recorded in Main Cashbook.
- (4) Posting to the income ledger will be made from the Main Cash book. Monthly totals of receipts after the cash has been analyzed head-wise shall be posted to the Income ledger.
- (5) The Accounts section shall maintain its own Bank Ledger for all the transactions of daily deposits in and withdrawal of cheques from the bank. Posting to the Bank ledger will be made from the main cashbook and totaled on monthly basis.
- (6) When the figures are posted to Cash Book, the classification sheets will be returned to the Cashier for filing and record.
- (7) Deposits of cheques, bank drafts and cash will be made through pay in slip after issuing proper printed receipt duly numbered under the custody of the Cashier. A brief description regarding the nature of receipt will also be noted on the counterfoil.
- (8) The Cashier will ensure that the Bank statements along with the copy of the counterfoils are received daily.
- (9) Accounts of interest/profit credited by the bank will be properly checked and differences in rates or amounts shall be pursued with the bank till their settlement.

12. PAYMENTS / EXPENDITURES: - (1) All cheques issued shall be entered on the credit side of the Cash book giving full particulars of the payment in serial order.

- (2) Postings from Cash Book to the Expenditure Ledger will be made in the light of audited payment orders and vouchers which will be totaled on monthly basis.
- (3) No over-writing and erasures will be allowed in the Cash Book. In case of any corrections, the incorrect entry will be corrected with proper initials of the Superintendent Accounts or the Assistant Treasurer as the case may be.
- (4) Under no circumstances blank cheque shall be signed by any of the signatories.

- (5) On receipt of a fresh cheque book from the bank, the numbers of cheques contained therein will be counted before its acknowledgement is signed and sent to the Bank.
- (6) The counterfoils of the used cheque books will be preserved and kept in safe custody.
- (7) Copies of letters containing standing instructions will be filed properly and kept under the custody of the Treasurer or any other authorized officer.
- (8) The Bank's advices of direct debit/credit will be obtained and adjusted in the Cash Book and relevant ledgers.

13. BALANCING AND RECONCILIATION: - (1) The Bank Balances at the end of each month will be reconciled with the Cash Book and a reconciliation statement will be prepared by the Accounts Section. Uncashed cheques, if any, which remain outstanding for a long time will be brought to the notice of the Treasurer.

- (2) A certificate will be obtained from the Bank certifying the balances in each account at the close of the financial year.

14. MAIN BOOKS OF ACCOUNTS: - The following books shall be maintained in the Treasury Wing for record and proper accounting treatment of transactions.

(1) RECURRING ACCOUNTS

- a) Cash Book
- b) Subsidiary Cash Book
- c) Income Ledger
- d) Expenditure ledger
- e) Bank Ledger
- f) Grant in Aid Register
- g) Student Bill Books
- h) Students Admission Register
- i) Scholarships Register
- j) Advances Register
- k) Sanctioned Post Register
- l) Imprest Money Register
- m) Loan Register
- n) Medical Claim Register
- o) Telephone Payments Register

- p) T.A / D.A. Register
- q) Electricity Bill Register
- r) Gas Bill Register
- s) Fax and Teleprinter Register
- t) Pension Fund Accounts Register
- u) G.P. Fund Register
- v) Benevolent Fund Register

(2) DEVELOPMENT ACCOUNT

- 1) Cash Book
- 2) Expenditure Ledger
- 3) Contractors Ledgers
- 4) Bank Ledger
- 5) Measurement Book (MB)

CHAPTER-VII

PREPARATION AND PROCESSING OF PAY BILLS OF ESTABLISHMENT

15. PREPARATION AND PROCESSING OF PAY BILLS OF ESTABLISHMENT.; _

(1) The Registrar's office will intimate to the Treasurer for all appointments, promotions resignations and terminations of the staff. For every employee a file will be maintained to depict any change in his status and pay scale.

(2) The Payroll Section will prepare the pay bills from the Establishment Check Register (ECR) of all employees working in different administrative sections and all teachers working in teaching departments of the University. These bills will be sent to the Treasury at least one week before the end of month for processing and payment on pay day.

(3) The Accounts Section of the Treasury shall scrutinize these bills and will ensure that:

- i. All changes made in pay bills have been duly supported by the order of the competent authority: and
- ii. A general voucher has been prepared adjusting various deductions from the salaries.

(4) Appropriate deductions for leave without pay and absence, leave on full pay, leave on half pay if any shall be made on the advice of the HR Section, which receives such information direct from the concerned department/section and will be responsible for maintaining employee personal files.

(5) The pay bills summary and the general vouchers shall be pre-audited by the University auditors before sending them to the Treasury for preparation of cheques. The Accounts Section will prepare cheques/bank transfer vouchers for all officers, staff & teachers working in University of Turbat. The Cashier shall obtain the signature of the payee in the space provided in the pay bills. The salary will not be disbursed to a person other than the concerned employee, unless he authorizes his representative in writing and the written request is duly approved by the Treasurer.

(6) Payment of salaries should be made through bank as a general rule. Payment of salaries in cash/cheque should be made only in exceptional cases.

CHAPTER-VIII

CONTINGENCES OF TEACHING DEPARTMENTS, INSTITUTES, COLLEGES, ADMINISTRATIVE SECTIONS AND ADVANCES FOR SPECIFIC PURPOSES

16. CONTINGENCIES FOR TEACHING DEPARTMENTS ETC:

The Provision for the contingent requirements of the Teaching Department and administrative Sections shall be reflected in the Recurring Budget. The requirement of Department / Offices shall be worked out by their respective head and communicated to the Treasurer. The Treasurer, after scrutiny and consultation with the Vice chancellor, will include them in the proposed budget. The contingency fund will be released in quarterly installments to the Chairman / Officers as authorized by the Vice Chancellor. The subsequent installments will be released when proper account of the previous installments has been submitted to the Treasurer and the competent authority has accorded approval to the expenditure incurred against the relevant head of contingencies. The expenditure in the ledger will be booked only when the accounts submitted are approved by the competent authority. The Chairman of the Department shall ensure the proper modes of expenditure within the frame work of the financial powers delegated to him for the contingencies fund released by the Treasurer.

17. ADVANCES FOR SPECIFIC PURPOSES:

When a requisition for a general advance is made for certain specific expenses, the Treasurer with the approval of the competent authority may allow the advance to the requisitioner. It is important that the advance holder should render the statement of expenses within one month of incurring the expenditure duly supported by cash memos and evidence that all codal formalities wherever applicable have been duly observed. An advance may not be drawn unless it is immediately required.

CHAPTER-IX

RESEARCH FUND

- 18. RESEARCH FUNDS:** - The Research funds will be allocated and regulated utilized in such a manner/ mechanism that route through the chairperson of the respective teaching departments, Deans of Faculties, Registrar, Treasurer, Pro-Vice Chancellor and Vice Chancellor of the University.

CHAPTER-X

EXAMINATIONS OF SECRECY FUND

19. EXAMINATION SECRECY FUND: - (1) The Treasurer with the approval of the Vice Chancellor shall release and advance funds to the Controller of Examinations for payment to examiners. In order to maintain complete secrecy of the examiners, no one of the Treasury shall be involved in the process of payment to examiners and all personnel involved in Secrecy.

(2) The Controller of Examinations shall have full powers to sanction and pay the claims of the paper setters and script checkers. The Controller of Examinations shall have the power to open and operate a Bank Account for the Secrecy Fund released by the Treasury and shall be required to maintain a proper cash book and other relevant items of book keeping. After, at least one year of the payment the record of the Secrecy fund shall be audited by a person(s) to be appointed by the Vice-Chancellor. After audit, they will give a certificate to the effect that the record has been maintained in proper order and the payment made was correct and a fit charge on the Secrecy fund. The certificate of the audit shall be forwarded to Treasurer who shall submit it to the Vice Chancellor for seeking his approval to book the expenditure and adjust the account against the advance released by the Treasurer in favour of the Controller of Examinations. In case the Audit finds some discrepancy/shortcoming in the Secrecy Fund, a report to this effect shall be submitted directly to the Vice Chancellor who may take necessary corrective action thereon.

CHAPTER—XI

PAYMENT OF PURCHASE AND STORES

When the bills are submitted by the suppliers/ service providers for the supplies/services made to the University, the Procurement Wing shall forward the bills to the Treasury. The bills must be supported by the following documents:

- (a) Copy of sanction issued by the Treasurer on the approval of the Vice Chancellor or a competent authority
 - (b) The purchase committee report and copy of comparative statement indicating that the Vice Chancellor or competent authority has approved the rates and suppliers.
 - (c) Copy of the purchase order placed by the Secretary of the Purchase Committee.
 - (d) Material Receiving Report and evidence of stock entries.
 - (e) Inspection Report of the Committee.
 - (f) Copy of the advertisement, if any.
- (2) The Treasurer shall arrange payment from the relevant head with the assistance of Budget and Accounts Section on receipt of bills complete in all respect. If the amount is within the limits of the original sanction already accorded by the Vice-Chancellor, or any other competent authority, the Treasurer shall be competent to sign and pass payment order without seeking a duplicate reference for sanction of the Vice Chancellor / Competent authority.
- (3) When the amount of bill exceeds the original sanction due to certain genuine reasons to be recorded on the bill by the Purchase Committee, a revised sanction will have to be obtained from the Vice Chancellor / Competent Authority.
- (4) Security, General Sale Tax and Income Tax at the rate prescribed by the Government shall be deducted from the bill to ensure the performance of the contract. The Vice Chancellor may however waive off the condition of deduction of security in special and unavoidable cases.
- (5) when a bill complete in all respects is presented to the Treasury, it shall ordinarily be cleared within two weeks.

20. BOOKS OF MAIN STORE.

The following books shall be maintained in the Main Stores of the University.

1. Stock Register Machinery & Equipment (Non Stock)

2. Stock Register Apparatus & Chemicals
3. Stock Register Furniture
4. Stock Register Consumable
5. Stock Register any other stock items
6. Stock Register Property
7. Issue Register Non stock item
8. Issue Register Stock items
9. Scrap Register
10. Disposal Register.

21. ISSUE OF STOCK AND PHYSICAL VERIFICATION: - (1) When materials are issued from stock for departmental use, the Store Officer shall see that an indent on the prescribed form has been made by a properly authorized person and examine it carefully with reference to the supply order(s). When materials are issued, a written acknowledgement shall be obtained from the person or his authorized agent receiving the items.

- (2) The in charge department of stores should ensure that Physical verification of all stock is made at least once every year and certificate of verification of store with its result should be recorded thereon.
- (3) Verification must always be made in the presence of officer responsible for the custody of the stores or of a responsible person dispatched by him.
- (4) All discrepancies, shortages and damages as well as unserviceable stores shall be reported immediately for taking up the matter with the competent authority for fixing the responsibility or to write off the losses. Full justification and reasons shall be given while declaring a stock item unserviceable.

CHAPTER-XII

ANNUAL MAINTENANCE AND REPAIRS OF BUILDING AND INFRASTRUCTURE OF UNIVERSITY

22. ANNUAL MAINTENANCE AND REPAIRS OF BUILDING AND INFRASTRUCTURE:

- (1) The University shall incur expenditure on the preservation of its building and structures under the classified head of “University Building Residential Building Hostels and other Structures & Minor Works”. The University building includes academic blocks of classrooms, laboratories, workshops, library, cafeteria, offices and sections. Residential building consists of staff residence of all categories of employees and hostels are the buildings meant for lodging and boarding of students and teachers. “Other structures” include all roads and those buildings and infrastructures which cannot be covered in the three aforementioned classifications. They also include minor works for which separate and individual estimates are made by the Directorate of Planning and Development and approved by the Vice Chancellor or the Treasurer as the case may be.
- (2) The Director of Planning and Works shall work out and prepare a detailed estimate of quantities of items under all the classified heads of expenditure except minor works. The estimates so prepared shall be submitted to the Treasurer who shall check the proposed estimate of expenditure with the budget provision and process it for obtaining, in the first instance, the concurrence and administrative approval of the Vice Chancellor. When the Vice Chancellor accords approval, the Treasurer shall issue proper administrative approval.
- (3) Consequent upon the issuance of administrative approval by the Treasurer, the Director of Planning and Works shall call tenders for items and quantities approved by the Vice Chancellor.
- (4) Minor repair and maintenance work shall be done by Directorate of Planning and Development through quotation but not exceeding an amount of Rs 500,000/-. The repair and maintenance work above Rs 500,000 shall be tendered as per the Government rules and regulations.
- (5) Tenders must be invited in the most open and public manner possible or by advertisement in the press after the estimate has been approved and the amount has been sanctioned by the Vice Chancellor.
- (6) Tenders may be opened by the Director of Planning and Works in the

presence of the Departmental Tender Committee.

- (7) In case the lowest tender is not recommended for acceptance, reasons should be recorded in writing. In selecting the tender to be accepted, the financial Status of the individuals and firms tendering should be taken into consideration in addition to all other relevant factors.
- (8) The Vice Chancellor may appoint a “Departmental Tender Committee” to scrutinize and check the tenders received for works and make necessary recommendations thereon. Total estimate shall be based on the tenders and rates recommended by the Director of Planning and Works or Departmental Tender Committee which will be forwarded to the Treasurer for obtaining specific Sanction of expenditure and approval of rates from the Vice Chancellor. When the rates are approved and the amount involved is sanctioned, the Treasurer shall issue proper “**SANCTION OF EXPENDITURE**”. Depending upon the nature of work, the Vice Chancellor may appoint Project Committee for execution of a work departmentally.
- (9) After receiving the sanction of expenditure, the Director of Planning and Works shall issue “work order” to the contractors and advise them to execute proper agreement with the University on proper stamp papers.
- (10) The agreement with the approved contractors must be in writing and signed by the Director of Planning and Works and the Contractors, after the competent authority approves it. The agreement should state the quantity and quality of the work to be done, the specifications to be complied with, the time within which the work is to be completed, the conditions to be observed, the security to be put in, and the terms upon which the payment is to be made and penalties to be imposed. It should contain provisions necessary for safeguarding the property entrusted to the contractors.
- (11) The terms of a contract once entered into, should not be varied without the prior consent of the Vice-Chancellor.
- (12) Security for due fulfillment of the contract shall invariably be taken. The security may take the form of a cash deposit or call deposit at the prescribed rate generally adopted in government contracts. The Vice Chancellor is however, empowered to permit or condone deviations from the conditions of call deposit / security deposit in specific cases where such deviations are unavoidable.
- (13) Addition and excess though necessary while a work is in progress which are not fairly contingent on the proper execution of the work is sanctioned, must be covered by a revised estimate accompanied by a full report of the circumstances which rendered it necessary.

- (14) When excess over a sanctioned estimate is foreseen and there is likely to be unavoidable delay in preparation of a Revised Estimate, an immediate report of the circumstances shall be submitted through the Treasurer to the Vice-Chancellor whose sanction will ultimately be required. When a revised estimate is submitted it must be accompanied by a statement comparing it with the original sanction of the Vice-Chancellor and by a report showing the progress made up to date and the total of the sanction required including the revised amount.

23. CONTRACTORS BILLS: - (1) No payment to any contracting firm shall be allowed unless the work carried out is measured and recorded in the Measurement Book (M.B). The Director of Planning and Works of the University must record measurements in the Measurer Book on the spot and bills of the contractors shall be prepared on the authority of such measurements.

- (2) The bill and the Measurement Book duly signed by the Director of Planning and Works shall be submitted to Treasurer for payment to the contractors. The Director of Works shall record a certificate to the effect that all the measurements, quantities, rates and calculations have been checked in detail, compared and found correct according to the approved rates and that he thus holds himself responsible for all payments made on this basis by the Treasurer.

- (3) On receiving the bill, the Treasurer shall process it for payment by first presenting it for pre-audit to the University Auditor. Security and income tax at the prescribed rates and other deductions as the Director of Planning and Works may intimate, shall be retained from the bills. All the running bills shall be processed for payment on the certificate of the Director of Planning and Works but the final bill must accompany an Inspection Report of the Committee to be appointed by the Vice Chancellor.

Generally, the bills may be paid by the Treasurer if they are within the limits of the sanctioned amount and estimate approved by the Vice Chancellor and duplicate reference to Vice-Chancellor for seeking individual sanctions for each running bill will not be required. However, if the running bill exceeds the sanctioned amount and the approved estimate, it will be necessary to seek the approval and Sanction of the Vice-Chancellor before any payment on final bills. Similarly, approval of the Vice-Chancellor is a must for any payment on final bill.

- (4) The Treasury shall maintain a proper contractor's ledger and debits and credits on this account must be recorded and preserved.

CHAPTER-XIII

DEVELOPMENT WORKS AND PROJECTS

- 24. DEVELOPMENT WORKS AND PROJECTS:** - (1) Development Works and Projects shall be a Major Head of Account. A separate set of Account books shall be maintained for Development Works and Projects and shall not be mixed with the transactions of the Recurring Budget or any other fund/grant of the University.
- (2) The Vice Chancellor shall have full powers to accord Technical Sanction to ‘Estimates of Works’ prepared for development Projects and schemes of the University.
- (3) The Vice Chancellor may appoint Project Director/ Coordinator, Consultant, Architect and other relevant professionals for consultation and providing technical opinion, advice, guidance and execution of developmental works of the University and fix their fee and remuneration etc. Depending upon the nature of work, the Vice-Chancellor may also appoint a Project Committee/ Internal Development Working Party for execution of developmental works.
- (4) The procedure for calling tenders and payment of contractors’ bill shall be the same as given in Rules No. 22 and 23 of these statutes.

CHAPTER-XIV

SALE, DISPOSAL AND WRITING OFF STORES AND PROPERTIES

- 25. SALE, DISPOSAL AND WRITING OFF STORES:** - (1) Prior sanction of the Vice Chancellor or a competent authority shall be obtained to write off losses and deficiencies in Stores.
- (2) Stores, which are reported to be obsolete, surplus or unserviceable, may be disposed of by sale or otherwise, as directed by the Vice Chancellor or any competent authority.
 - (3) The Head may write off any loss of articles if the amount involved on single items does not exceed Rs. 10,000/- subject to a maximum of Rs. 60,000/- in a financial year, with the condition of proper inquiry into the loss of items.
 - (4) Assets beyond economical repairs in the departments and hostels shall be transferred to the main Store for sale, auction / scrap. A fixed Assets Retirement Advice will be prepared by the transferring department / hostel in triplicate and sent to the store along with the article. The store section will acknowledge the receipt of the article on such advice and will return one copy to the department / hostel concerned and dispatch the second copy to the Treasurer, the transferring department will delete the item from its departmental stock register. The main store shall maintain a register of condemned articles to be called scrap register.
 - (5) When an asset is to be sold /auctioned with prior approval of the Vice Chancellor, the Survey/inspection Committee appointed by the Vice Chancellor shall be responsible for the disposal through sale / auction. The Committee shall decide the mode of sale/auction. The Committee shall prepare a statement of bidders with their rates and make necessary recommendations to the Vice Chancellor.
 - (6) Authority of approval rests with the Vice Chancellor for assets valuing upto two Million Rupees. When the value of assets is more than two million rupees, final approval lies with the Syndicate.
 - (7) The Vice Chancellor, however, if satisfied with the procedure, codal requirements and sale price, may in anticipation of approval of Syndicate allow the disposal of assets beyond two million Rupees. A case of disposal shall, however, be prepared and placed before the Syndicate in its next meeting for obtaining the final approval. When the asset is disposed of it shall be deleted from the stock and recorded in detail in the Disposal Register maintained in the main store. A disposal advice shall also be submitted to Treasury Wing to delete the asset from the record.
