



KERALA UNIVERSITY OF HEALTH SCIENCES

Exam Finance Branch

764/2023/A1/Fin Exam/KUHS

Dated: 27/01/2023

CIRCULAR

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

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

2) Circular No.114/2018/C5/Fin –Exam/KUHS Dated 22.02.2018

With the objective to ensure smooth conduct of the University examinations, detailed guidelines have been issued regarding submission of settlement bills and payment of remuneration to the staff engaged in the conduct of University examinations. These circulars were sent to all institutions affiliated with the Kerala University of Health Sciences. But it has come to notice of the University that some institutions still do not comply the instructions and guidelines in the aforesaid circulars.

In the above circumstances, following directions are issued for the strict compliance while submitting bills (*i.e., request for advance, settlement bills and travelling allowance bills*) to University for the payment of remuneration to the staff engaged in the University examinations/ expenses for the conduct of examinations.

1. The request for advance for the conduct of examinations should reach the University at least 3 working days prior to the commencement of the examination.
2. As per the Kerala Financial Code Vol. I and existing government orders, the advance sanctioned for the conduct of University examinations should be settled within 3 months. Hence, settlement bills should be submitted to University within 7 days after the completion of examinations. If advance is not settled within the stipulated time, interest as per the Financial Code, shall be levied from the institution concerned.
3. An Acquittance Register, similar to the format of acquittance roll submitted to University, should be maintained by the Principal in all the Colleges. This register should be produced for inspection at University as and when called. **Accordingly, the Principal concerned shall transfer the remuneration amount in to the Bank account of all staff engaged in the examination duty. Complaints regarding non disbursement of remuneration to staff for the conduct of University examinations will be viewed very seriously.**

4. Ensure that all request for advances/Final settlement bills should be signed by the Chief Superintendent/Chairman.
5. **Submission of TA Bills**
 - a. Copy of the appointment order of External Examiners / External Vigilance Officers should be attached to their TA Bill.
 - b. All the fields in the TA bill form should be filled up properly.
 - c. The date and time of the departure from the headquarters, the date and time of arrival at the duty station and the date and time of the return journey, mode of conveyance used, distance travelled in kilometers etc, should be recorded in the TA bill.
 - d. The Signature with name of the officer who travelled should be affixed in the TA bill and also in the certificate portion.
 - e. All the TA bills should be counter signed by the Chairperson or the Principal with office seal.
 - f. The University will not be responsible for any reduction in the eligible TA due to the lack of details mentioned above.
6. Some colleges do not use the prescribed formats and some others use their own formats for the settlement of expenditure, which will not be accepted henceforth. Use only the prescribed formats available in the University website. The formats can be downloaded from University website. (www.kuhs.ac.in> *Examinations> Instructions/circular/proformas>Revised format of bills and vouchers for the conduct of examination*)
7. It is observed that some colleges are sending the acquittance roll signed by a third person instead of the person who actually performed the duty. This practice will not be entertained by the University.
8. While submitting final settlement bills of practical examinations, **TA bills of External examiners** and **consolidated statement of the college** should be send separately within a single envelope.
9. Submission of expenditure settlement bills.
 - a. Use single acquittance sheet for the remuneration for preliminary arrangements.
 - b. Use separate acquittance sheet for the examination conducted in each day.
10. Remuneration of the Internal Vigilance Officer (IVO) should be claimed in acquittance roll and must be counter signed by the Chief Superintendent.
11. Split up of “Other Staff”, with Designation (Official) and Designation (Exam Duty) should be clearly mention in the acquittance roll with proper and necessary signatures.
12. In the case of external examiners outside the State, if accommodation is provided by the College, the original hotel bills should be counter signed by the Chairman with the remarks “**Paid by me**”, and it must be included in the consolidated statement of expenditure.

13. While submitting Remuneration/TA Bills, Examiners/Evaluators shall use the same account number in all cases and **Joint Account Number** is not accepted for the disbursement of the remuneration/TA. Also the frequent changes in the bank account number will neither be allowed or entertained, unless with a written request accompanied with valid documents and a cogent reason.
14. Contingency bills expended one month before the commencement of examination and one week after the completion of examination will only be accepted. Original cash bills bearing bill no. with name of the shop & date of purchase will only be accepted.

Sd/-
RAJESH K. P.
Finance Officer

To:

1. The Principals of all affiliated institutions -For information and strict compliance
2. Deputy Registrar- General Finance/Exam finance
3. Deputy Registrar(Examination)
4. Assistant Registrars (Examination)
5. Section Officers (Exam Finance A, B,C, D & E Sections)- For information and necessary action
6. System Manager For publishing in website

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For information

