

KURUKSHETRA UNIVERSITY KURUKSHETRA

(Established by the State Legislature Act XII of 1956)

('A' Grade, NAAC Accredited)

No. CT-I/15/ 73815

Dated 5/1/2015

To

All the Principal/Director/Supdt.-in-Chief &
Centre Supdt of all Colleges/Institutes/Centres
Affiliated to Kurukshetra University, Kurukshetra.

Subject: **Payment of Remuneration Bills of Supdt.-in-Chief, Centre Supdt. &
other Supervisory Staff for performing Examination Duties.**

Dear Sir,

This is to inform you that while considering the Annual Audit Report of KUK, the Executive Council vide its Resolution No. 31 dated 27-3-2014 with regard to the Settlement of Audit Paras/Unadjustment of Temporary Advances has taken a very serious view for non-adjustment of Temporary Advances pending with the University since long. The Vice-Chancellor constituted a committee to review the policy in connection with Temporary Advance(s) to be sent to the examination Centre(s) for the conduct of the theory examinations. The Committee decided as under:

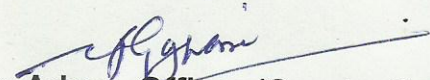
The payments for the Supervisory Staff including Clerk appointed for the conduct of theory Examinations Centre(s) be made within 15-20 working days after the receipt of verified bills without any discrepancy from the Conduct Branch along-with the consolidated appointment lists Centre wise on latest Performa/Bills supplied by the Conduct Branch to the Centre(s) containing Contact No., Bank Account No., Name of the Bank, Name of the Branch (payable at), Bank Code No. & IFSC Code No. of the claimants.

Keeping in view the above decision of the Committee duly approved by the Vice-Chancellor, all the staff members are required/requested to submit the Bill(s) on the latest Performa (enclosed which is also available on University website) duly filled in and complete in all respects to this office for onward transmission to the Accounts Branch to enable them to release the payment to the staff concerned for performing examination duty at the allotted Centre well in time.

This may please be given **Top-Priority**.

Yours faithfully,

DA: As above


Sr. Admn. Officer (Conduct)
for Controller of Examinations