

UTTAR BANGA KRISHI VISWAVIDYALAYA
PUNDIBARI: COOCH BEHAR: WEST BENGAL
PIN – 736165
COMPTROLLERS' DEPARTMENT.

From: Comptroller-in- Charge &
Assistant Auditor

(CIRCULAR)

Circular Ref. No. UBKV/COMP/P. Fin. Mgt. / 488 / 2023-24

Dt. 21/12/2023

In the light of GO No. 611-F(Y) of the Finance Department, Audit Branch, GOWB dated 10th. Feb'2023, It is being notified that all concerned Officials/Project Investigator/ Programme Coordinator/ Nodal Officers/ HOD/In-Charge/Section Officers acts as a either drawing or disbursement officer, are requested to adhere to the following schedules for submission of bills / advices to the Comptroller's Department or respective In- Charges, / or Head of Responsibility Unit, who has enjoined the power of DDO, through delegation of power by the Hon'ble VC, UBKV or His Equivalent, ordered by the Chancellor, UBKV in the February & March 2024: -

Sl. No.	Description	Date by which bills/advices are to be submitted to the Comptroller's Department/Outstation In-Charge, (acts as a DDO / PAO)
A.	Allotment/Sanction issued in form of Budget confirmation or Financial Concurrence	Up to 17.02.2024
		Between 18.02.2024 to 28.02.2024
		Between 01.03.2024 to 10.03.2024
		Between 11.03.2024 to 15.03.2024
B.	i) Bill on account of arrear salaries & other personal claims including retirement benefits ii) TA bills for completed journey a) Before Feb'2024 b) Between 01.03.2024 to 15.03.2024 No further personal claim (as mentioned in B(ii)a & b) will be entertained at the Comptroller's Department or Similar equivalent	03.03.2024
		10.03.2024
		16.03.2024
C.	i) Grant-in-aid Salary bill for the month of March 2024 ii) Advance Salary and Wage bill other than Grant-in-aid for the month of March 2024 iii) Advance Scholarship Bill for the month of March 2024 No further this type of claim (as mentioned in C(i), C(ii), C(iii)) will be entertained at the Comptroller's Department or Similar equivalent	05.02.2024
		15.03.2024
		10.03.2024
D.	i) Works Bill for Completed & Certified works for the month of Feb'2024 ii) Works Bill against which Sanction/ Allotment has been issued: - a) Up to 17.02.2024 b) Between 18.02.2024 to 29.02.2024 c) Between 01.03.2024 to 10.03.2024 No further such type of claim (as mentioned in D(ii)a,b,c) will be entertained at the Comptroller's Department or Similar equivalent	29.02.2024
		29.02.2024
		10.03.2024
		15.03.2024
E.	No Advance Proposal will be sanctioned on or after	28.02.2024
F.	No Sanction/Allotment order will be issued on or after	28.02.2024
G.	a) No Procurement order/Work order will be issued on or after 05 th . March 2024 b) Procurement bill for completed procurement process of each goods or services Up to 05.03.2024 No further this type of claim will be entertained at the Comptroller's Department or Similar equivalent	10.03.2024
H.	Advice or claim of PF/MBF/ other similar nature claim (e.g., Employee's Funds etc)	10.03.2024

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2. All Competent Administrators shall distribute the claim bills to the Comptrollers Department for drawl and disbursement well ahead without holding those bills till the fag end.
3. The Comptroller-in- Charge, as &, when necessary, may be strengthened temporarily by deputing staff from other sections of the responsibility unit of the University in the Last Quarter of any Financial Year. Registrar will look after this matter in consultation with the Comptroller -in-Charge of the University
4. **No new bill or Proposal for Approval shall be received by the Comptroller Department on or after 20th March of the any Financial Year.**
5. The Cash Section of the Comptroller's Department shall dispose of all the received bills in the Comptroller's Department in the following manner: -

Sl. No.	Bill Receiving date	Process within the date
1	28.02.2024	11.03.2024
2	01.03.2024	15.03.2024
3	15.03.2024	22.03.2024

6. Drawing officers should ensure that objected bills should be re- submitted in the Comptroller's Department in the following manner: -

Sl. No.	Bill objection will be raised by the Comptroller's Department within	Re- submission of objected bill will be made by the drawer within
1	12.03.2024	17.03.2024
2	13.03.2024 to 20.03.2024	24.03.2024
3	20.03.2024 to 24.03.2024	25.03.2024
4	29.03.2024	29.03.2024
5	30.03.2024	By 2:00 P.M on 30.03.2024

7. The Cash-in- Charge shall arrange for generation of Payment Advice/Delivery of Cheques/ Nil Bill Statement/ Employee's Fund related claim bill remains pending for delivery through system on 30.03. 2024. In no case any request for back-end delivery of Cheques/ Nil Bill Statement/ Employee's Fund related Claim Bill shall be entertained.
8. No bill shall be passed under any head of account (Purpose of Expenditure-Ledger ACC code) for which no allotment has been received during the entire current financial year.
9. (a) No advance shall be drawn without specific concurrence of the Comptroller's Department
(b) Without mentioning such concurrence, no such advance will be withdrawn by the competent officials of the University.
10. No amount shall be transferred to the PF/MBF/ all other Employee's Fund by the Comptroller's Department with the concurrence of the Competent Authority of the relevant fund (e.g., Hon'ble VC as Ex-officio President or Registrar, as ex-officio Secretary of the concerned UBKV-Employee's Fund. etc.) except any standing order of such concurrence.
11. (a) Any "Passed for Payment" Bill under Credit Limit System (e.g., PFMS, IFMS, HRMS, Digi-Pay etc.) shall not be entertained on or after 25th. March 2024, because the concerned Credit Limit will be exhausted on 30th.March 2024.
(b) No CRAC under GeM portal will be acknowledged on or after 25th.March 2024. The O/o the Purchase Section of the Registrar and other Departmental Purchase Committee of the University will be act accordingly.
12. (a) Salary through HRMS for the month of March'2024 in respective with UBKV employees shall be paid on 03rd.April 2024.
(b) Monthly Wages, Honorarium, Remuneration, Stipend, shall also be paid on 3rd.Apr'2024. The Cash Section of the Comptroller's Department shall generate outstanding credit bills payable within 30.03.2024, which will be paid through post-dated cheque on 3rd.Apr'2024
(c) Monthly Pension through HRMS for the Month of March 2024 shall paid on 3rd. Apr'2024

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13) These instructions are equally applicable on all Cash & Accounts Section of each Responsibility Units (Including outside campus) of the UBKV.

14) "Books of Accounts" of the Cash & Accounts Department of all Responsibility Units of the UBKV (including HQ) will be closed within 15th. Apr'2024 after considering BRS of all operational bank accounts of all concerned Units of the University. Duly authenticated report on closed "Books of Accounts" in form of the "Final Accounts" ["Receipts & Payments", "Income & Expenditure", and "Balance Sheet"] of all financially responsible units of the University should be submitted to the Comptroller's Department on or before 20th. Apr'2024.

15) The timelines for preferring bills in the Comptroller's Department should be strictly followed. System will restrict the preparation and submission of bill after 30th. Apr'2024. All concerned officials are requested to plan accordingly.

It is worthwhile to mention that all above-mentioned formalities are equally applicable to all operational or non- operational projects or programmes of the University. Your diligent time-bound action in this regard will be cost- effective and maintain financial propriety in future. Both of which are very much essential for future financial planning and cost-effective utilisation of available operational fund of the University.

S/d-
In-Charge,
The Comptroller's Department,
& Assistant Auditor, UBKV

Circular Ref. No. UBKV/COMP/P. Fin. Mgt. /..... /2023-24

Dt. 1.../12/2023

Copy to:

- i) Vice Chancellor Secretariat, Administrative Building, UBKV -Main Campus, Pundibari-736165
- ii) The Registrar, UBKV, Administrative Building, UBKV -Main Campus, Pundibari-736165
- iii) Dean of Agriculture Faculty/ Dean of Horticulture Faculty/ Dean of Technology Faculty, UBKV -Main Campus, Pundibari-736165
- iv) Dean (PGS)/DSW/Deputy Registrar-Exam. UBKV -Main Campus, Pundibari-736165
- v) Director of Research & Development, UBKV, Seed Testing Laboratory Building, Pundibari-736165
- vi) Director of Extension Education, UBKV, ATIC Building, Pundibari-736165
- vii) Director of Farms, Central Farm Building, UBKV -Main Campus, Pundibari-736165
- viii) Associated Dean of COA, RRS(OAZ) Campus, Majhian, Patiram, Dakshin Dinajpur, WB
- ix) In- Charge, RRS-(TZ), UBKV -Main Campus, Pundibari-736165/ In- Charge, RRS-(HZ), RRS(HZ) Campus, Kalimpong, WB / In- Charge, RRS-(OAZ), UBKV-RRS(OAZ) Campus, Majhian, Patiram, Dakshin Dinajpur, WB
- x) In- Charge, RRSS (TZ), Kharibari, Darjeeling/ In- Charge, RRSS (HZ), Pedong, Kalimpong, WB/ In- Charge, RRSS (OAZ), Manikchawak, Malda, WB
- xi) University Engineer, Works Department, UBKV -Main Campus, Pundibari-736165
- xii) In- Charge, Central Library, UBKV -Main Campus, Pundibari-736165

Amab Ghosh
In-Charge,
The Comptroller's Department,
& Assistant Auditor, UBKV