



# श्री माता वैष्णो देवी विश्वविद्यालय

## SHRI MATA VAISHNO DEVI UNIVERSITY

Kakryal, Katra-182320, Jammu & Kashmir  
Recognized under Section 2(f) & 12(B) of the UGC Act, 1956  
registrar@smvdu.ac.in

Ref. No.: SMVDU/P&C/16/158

Date: 5<sup>th</sup> July, 2016

### NOTIFICATION

**Subject: Prerequisites for different categories of cases in the form of checklists before its submission to Finance Wing and timelines for the disposal of cases by Finance Wing.**

**Ref: SMVDU/FOS/16/2929, dated 14<sup>th</sup> April, 2016**

With reference to the recommendations of the committee constituted to review the proposal on the subject cited above and as approved by the Competent Authority, the prerequisites for different categories of cases in the form of checklists before its submission to Finance Wing and timelines for the disposal of cases by Finance Wing are hereby notified for the information of all concerned as per the enclosed Annexure "A".

All Heads of Departments/ School/Sections are enjoined upon to ensure that all the prerequisites as per relevant checklist are fulfilled before forwarding of case to the Finance Section, to ensure timely and hassle free processing of the bills and disposal of cases by the Finance Section.

*Dr. Chaitanya*

Registrar  
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**Enclosure: Annexure "A"**

**Copy to:**

1. Prof. V.K. Bhat, Director IQAC, for information.
2. All Deans/ I/c Deans/ Heads/ I/c Heads/ Section Heads, for information and its circulation among their concerned Faculty/ Staff members.
3. Finance Officer, for information and compliance.
4. PS to VC, for kind information of Hon'ble Vice Chancellor.
5. Concerned File.



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**Annexure "A" to Notification No. SMVDU/P&C/16/158 , dated: 5<sup>th</sup> July, 2016**

**Prerequisites for different categories of cases in the form of checklists before its submission to Finance Wing and timelines for the disposal of cases by Finance Wing.**

| S.No.        | Description  | Yes | No | Page Nos. of Enclosures |
|--------------|--|-----|----|-------------------------|
| <b>1.</b>    | <b><u>Travelling Allowance Reimbursement (for faculty &amp; staff members of SMVDU).</u></b>   |     |    |                         |
| a)           | Duly filled and signed TA form.  |     |    |                         |
| b)           | Copy of Office Order with reference to travel mentioning the Head from where the TA is granted like PDA, Project grant, Administration etc.<br><b><u>(Traveling mode to be clearly mentioned)</u></b>  |     |    |                         |
| c)           | In case there is variation between Office Order and actual travel/ stay & is on higher side, then approval from the Competent Authority must be obtained and fresh Office Order be attached & TA form be resubmitted.  |     |    |                         |
| d)           | Self-attested tickets (train/air, whichever is applicable) of journey, original boarding passes in case of air travel, original bills for hotel, food, local travel (taxi/bus etc.) in separate sheet, self-attested statement for mileage and amount in case of use of own car or auto where bill is not available.<br><b><u>(Tick the relevant option)</u></b> |     |    |                         |
| <b>Note:</b> | I. To be submitted to Finance section through Head of Department/ School/Section.<br>II. Duration for disposal: 3-5 working days.  |     |    |                         |
| <b>2.</b>    | <b><u>Advance Travel Allowances (for faculty &amp; staff members of SMVDU).</u></b>  |     |    |                         |
| a)           | Request note of concerned faculty /staff member.   |     |    |                         |
| b)           | Office Order mentioning the release of advance <b><u>(with amount)</u></b> .   |     |    |                         |
| <b>Note:</b> | I. To be submitted to Finance Section through Head of Department/ School/Section.<br>II. The advance needs to be settled within 1 week of return.<br>III. Duration for disposal: 2-3 working days.   |     |    |                         |
| <b>3.</b>    | <b><u>Travel Allowances for External Experts</u></b>   |     |    |                         |
| a)           | Duly filled and signed TA form.  |     |    |                         |
| b)           | Office Order/Invitation letter mentioning the release of advance <b><u>(with amount)</u></b> .   |     |    |                         |
| c)           | Self-attested tickets(train/air, whichever is applicable) of journey, original boarding passes in case of air travel, original bills for hotel, food, local travel (taxi/bus etc) in separate sheet, self-attested statement for mileage and amount in case of use of own car or auto where bill is not available <b><u>(Tick the relevant option)</u></b> .     |     |    |                         |

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|--------------|--|--|--|--|
| <b>Note:</b> | I. T. A. form to be redesign by the Finance Section.<br>II. To be submitted to Finance Section through Head of Department/School/Section.<br>III. Duration for disposal: Same Day.                   |  |  |  |
| <b>4.</b>    | <b><u>Research Projects</u></b>  |  |  |  |
| a)           | Copy of the Purchase Order attached in file.   |  |  |  |
| b)           | Copy of bill attached with Stamp of Security at University Gate.   |  |  |  |
| c)           | Stock Entry made in Stock Register & duly entered on the back of the bill as per format.   |  |  |  |
| d)           | GR receipt prepared & Stock Entry made on reverse side of GR receipt.  |  |  |  |
| e)           | Inspection report duly filled and signed.  |  |  |  |
| f)           | Installation report (wherever applicable).   |  |  |  |
| g)           | Warranty certificates/documents (wherever applicable).   |  |  |  |
| h)           | Current Account statement of project (statement by PI of the project) in related head.   |  |  |  |
| i)           | PAN No., TIN No., in case of payment of Contractors, firms be provided with the bill (in case not mentioned on bill).  |  |  |  |
| <b>Note:</b> | I. To be submitted to Finance Section through Academic Section.<br>II. Duration for disposal: 10 working days.   |  |  |  |
| <b>5.</b>    | <b><u>Medical Reimbursement</u></b>  |  |  |  |
| a)           | Application in a prescribed format along with all documents, bills, vouchers, admission/discharge slips pertaining to treatment, including Life consuming certificate, essentiality Certificate etc. |  |  |  |
| b)           | All the bills be verified by the Registrar of the concerned unit and countersigned by HOD of concerned specialty.  |  |  |  |
| c)           | Referral Certificate be enclosed in those cases where treatment has been availed out of state after the case has been referred by the hospital within the state.                                     |  |  |  |
| <b>Note:</b> | I. To be submitted to Finance Section through Establishment Section for Verification.<br>II. Duration for disposal: 5-7 working days.  |  |  |  |
| <b>6.</b>    | <b><u>Fee Refunds</u></b>  |  |  |  |
| a)           | Application of student for fee refund with date of submission of application mentioned clearly is attached.  |  |  |  |
| b)           | Endorsement of Head of Admission Committee and Head of Department/School along with details of date of closure, status of admission in terms of seats, etc.  |  |  |  |
| c)           | NOC attached.  |  |  |  |
| d)           | Endorsement from Dean of Students regarding Mess facility and stay in Hostel.  |  |  |  |



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|--------------|---|--|--|--|
| e)           | Voucher of fees attached.   |  |  |  |
| f)           | In case of hostel fee refund, due certification from hostel warden & caretaker be recorded on claim of student.   |  |  |  |
| <b>Note:</b> | I. To be submitted to Finance Section through Academic section.<br>II. Refund claims form to be designed by Academic section.<br>III. Duration for disposal: 3-5 working days in Finance Section.   |  |  |  |
| <b>7.</b>    | <b><u>Refund of Security Fees</u></b>   |  |  |  |
| a)           | NOC of students to be submitted to Finance Section by Head of Department/School through Academic section.   |  |  |  |
| <b>Note:</b> | I. Duration for disposal: 3-5 working days in Finance Section.  |  |  |  |
| <b>8.</b>    | <b><u>Purchase (Non-Project related Purchase)</u></b>   |  |  |  |
| a)           | Current Account statement in related head (to be signed by Purchase Committee members of the Department/School/Section).  |  |  |  |
| b)           | Copy of Purchase Order.   |  |  |  |
| c)           | Bills in original with stamp of Gate Entry pass and details of Stock Entry in Central Stock Register and (wherever applicable) in Department/School/Section Stock Register and mentioned of Stock Entry on back of the bill in proper format.   |  |  |  |
| d)           | Inspection report duly filled and signed.   |  |  |  |
| e)           | GR receipt prepared & Stock Entry made on reverse side of GR receipt.   |  |  |  |
| f)           | Warranty certificates/documents (wherever applicable).  |  |  |  |
| g)           | Recommendations of imposing penalty for delays in supply (if applicable).   |  |  |  |
| h)           | PAN No., TIN No., in case of payment to Contractors, firms be provided with the bill (in case not mentioned in bill).   |  |  |  |
| <b>Note:</b> | I. Purchases pertaining to special events such as Workshops, Seminars etc. shall be forwarded only after due authentication by event purchase committee members on bills.<br>II. To be submitted to Finance Section through S&P Section.<br>III. Duration for disposal: 5 working days. |  |  |  |
| <b>9.</b>    | <b><u>Library Purchase Bills (for purchase of books &amp; printed journals)</u></b>   |  |  |  |
| a)           | Current Account Statement in related head (statement by Librarian).   |  |  |  |
| b)           | Copy of approval of purchase be attached.   |  |  |  |
| c)           | Copy of Administrative Approval (AA) of purchase order be attached.   |  |  |  |
| d)           | Copy of approval of publishers' price proof be enclosed.  |  |  |  |
| e)           | Original bills of purchase of books/journals with details of entry in accession register.   |  |  |  |
| f)           | Inspection report duly filled and signed.   |  |  |  |



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|--------------|---|--|--|--|
| <b>Note:</b> | <b>I.</b> For other library purchases, please refer above point 8 for normal purchase process.<br><b>II.</b> To be submitted to Finance Section through Librarian.<br><b>III.</b> Duration for disposal: 3-5 working days.  |  |  |  |
| <b>10.</b>   | <b><u>Payment of Works Bills</u></b>  |  |  |  |
| <b>a)</b>    | Administrative Approval (AA) specifying the details of Budget head to which the expenditure is debitale.  |  |  |  |
| <b>b)</b>    | Current Account Statement in related head.  |  |  |  |
| <b>c)</b>    | Bills in original to be processed in original file (to be checked by Head Draftsman).   |  |  |  |
| <b>d)</b>    | Technical Sanction.   |  |  |  |
| <b>e)</b>    | Measurement book enclosed (wherever applicable).  |  |  |  |
| <b>f)</b>    | Inspection report/ verification report of work, wherever applicable.  |  |  |  |
| <b>g)</b>    | PAN NO. of the contractor shall be provided along with bill.  |  |  |  |
| <b>Note:</b> | <b>I.</b> To be submitted to Finance Section through Registrar Office.<br><b>II.</b> Duration for disposal: 7-10 working days.  |  |  |  |
| <b>11.</b>   | <b><u>Transport related Payment Bills</u></b>   |  |  |  |
| <b>a)</b>    | Current Account Statement in related head.  |  |  |  |
| <b>b)</b>    | Bills in original with complete log books of concerned vehicle countersigned by I/c Transport.  |  |  |  |
| <b>c)</b>    | Entry of salvages/ old parts be made in Estate Stores (wherever applicable).  |  |  |  |
| <b>d)</b>    | Report of Technical Committee.  |  |  |  |
| <b>Note:</b> | <b>I.</b> Vehicle renewal insurance payments shall be adjusted immediately after payment of premium on receipt of authenticated documents.<br><b>II.</b> To be submitted to Finance Section through Registrar Office.<br><b>III.</b> Duration for disposal: 3-5 working days. |  |  |  |
| <b>12.</b>   | <b><u>Withdrawal/Advances from Provident Fund</u></b>   |  |  |  |
| <b>a)</b>    | The purpose for which advance is required should be permissible according to SMVDU PF Rules-2008.   |  |  |  |
| <b>b)</b>    | The application for the advance should be submitted on the plain paper.   |  |  |  |
| <b>c)</b>    | The employee should apply for the advance only if there is nothing outstanding against the employees on account of previous advance.  |  |  |  |
| <b>Note:</b> | <b>I.</b> To be submitted to Finance Section through Establishment Section.<br><b>II.</b> Duration for disposal: 2-3 working days.  |  |  |  |

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