



**Sher-e-Kashmir University of Agricultural
Sciences and Technology of Jammu**

**University Order No: 17 (Est) of 2017
Dated: 30-05-2017**

In the interest of smooth functioning of the examination related activities of SKUAST-Jammu, the Hon'ble Vice-Chancellor is pleased to approve the following operational guidelines for materializing its expenditure out of the budget Head "Examination Fee" under Amalgamated Fund A/C and Entrance Fee Bank A/C operative in the University, which must be strictly adhered to with immediate effect.

- (i) All the examination related expenses of the University, other than the entrance examination, shall be debited to Amalgamated Fund under the Head "Examination Fee" only after the intender department/ Division submits the bills to the office of Directorate of Education, who after pre-audit will ensure its instant release to concerned examiners /persons/experts.
- (ii) That the expenditure related to entrance examinations for admission to various academic programmes of the university i.e remuneration to paper setters and other related expenditures, incurred by Examination Cell and in respect of advertisements for admissions to various academic programmes incurred by the Office of the Registrar shall be debited to the Entrance Examination Fee for which separate Bank A/c has been opened.
- (iii) All other expenses out of the funds available under Entrance Examination Fee A/C of the Examination Cell shall be incurred only with the prior approval of the Hon'ble Vice-Chancellor through the office of the Comptroller and Registrar.
- (iv) The expenditure related to 'Secrecy' payments pertaining to examinations or any other expenses whatever necessary, shall be made through RTGS/NEFT mode or any other mode found essential to keep the secrecy. However, the expenditure details shall be properly maintained by the Examination Cell for keeping subsidiary account / record after proper secrecy to avoid figuring of name of firm/paper setters. The Comptroller only after completion of financial year shall audit such expenditures without disturbing the secrecy maintained by the examination cell in terms of names of firms/ paper setters engaged; and such expenditures shall be made non-pre-auditable from secrecy point of view, wherever required.

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01-06-17



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Jammu**

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- (v) The Examination Cell shall submit separately the detailed status of balance funds of both the fund accounts i.e Amalgamated fund concerning to Examination Fee and Entrance Examination Fee to the Comptroller on quarterly basis.

In addition to the above, the Comptroller shall ensure the transfer of the funds to the Amalgamated Fund A/C of Examination Fee Head immediately after the registration of the course programmes by the students in order to ensure its timely release for meeting the examination related expenses of the University, other than the entrance examination.

**Sd/-
Registrar**

No: AUJ/Est/17-18/F-462/ 1127-1178.
Dated: 30.05.2017

Copy for information to:

- All Officers of the University _____
- All HoDs of FoA, FVSc & AH, and FBSc of SKUAST-J _____
- I/c Examination Cell, SKUAST-Jammu.
- Accounts Officers of FoA/FVSc & AH/FBSc SKUAST-Jammu for information and necessary action. They are requested to ensure the transfer of all such amount collected from fee credited to the amalgamated fund of University to Comptroller.
- Assistant Controller (HQ for information and necessary action. He is informed to maintain the receipts and expenditures under all heads of Amalgamated A/C and also must submit the monthly account balance statement of such account to Director Education.
- I/c Data Centre, SKUAST-J for uploading on the University website.
- SVC for the information of Hon'ble Vice-Chancellor, SKUAST-Jammu



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