CIRCULAR No. 28

Sub: Submission of Accounts with respect to Seminars/Workshops/Conferences and other activities in the University - sending of receipt and expenditure statement - reg.

The University has permitted Deans, Directorate of Research, Directorate of Extension, Departments/Scheme Heads, Project Heads and others for conducting National and International Seminars, Workshops/Conferences and other Research/Extension related activities in the University. At the same time, permission given to open a separate SB account for collection of funds, and for incurring expenditure for the said activities. But, the concerned officers are not submitting the details of receipts, expenditure details and amount unutilized after closure of the function. Since, the said functions are conducting within the University, the Organizers are invariably should submit the details of receipts, expenditure and balance amount available in the concerned account to the University and concerned Officers/Drawing Officers are responsible for the same.

In view of the facts stated above, all the concerned organizers of the said functions, Drawing Officers, concerned Heads of Departments/Stations are directed to submit the details of receipts and payments incurred in the said functions for the years 2012-13 & 2013-14 and onwards, and also the available balance in the said account without fail. Further, the University has also decided for conducting internal audit for such of the accounts and submit the report.

All the concerned Officers/Drawing Officers/Organizers are requested to remit the available balance in the said concerned account to the University current account bearing No.2737201005001 held at Canara Bank, GKV, immediately under intimation to this office.

This may be treated as most urgent.

COMPTROLLER

Copy to:

1. All the Officers of the University
2. All the Heads of the Departments of all Colleges, UAS, Bangalore
3. All the Drawing Officers of the University
4. All the Schemes/Project Heads of the University
5. All the Deputy Comptrollers /Asst. Comptrollers of the University
6. Office copy