UNIVERSITY OF AGRICULTURAL SCIENCES

Office of the Comptroller
GKVK, Bangalore – 560 065

No.C/S-II/Res.Staff/Fellwoship/Manual/2011-12 Date: 03-12-2011

CIRCULAR - 20

Sub: Switching over to old system from the existing system of drawing the fellowship bills of Research Staff engaged in schemes on job/work contract basis in the University – reg

Ref:
1. This office circular 19 vide No. C/S-II/Res. Staff/Sal./Comp./2009-10 dated 15-9-2009
2. This office circular 29 vide No. C/S-II/Res.Staff/Sal./Comptn./2009-10 dated 23/11/2009.
3. This office circular 36 vide No. C/S-II/Res.Staff/Sal./Proced.//2009-10 dated 25/01/2010.
4. Recommendation of the Director of Research, UAS, GKVK, dated 21-11-2011
5. Approval of the Vice-Chancellor, UAS, GKVK, dated 30-11-2011

As you are aware that the fellowship bills of JRFs/SRFs/RAs and other research staff working in Schemes, engaged by the Heads of the projects on job/work contract basis, in accordance with the University guidelines dated 09/12/2005 and 25/11/2006 is being drawn in Computer from October 2009, after obtaining computer data sheets, attendance extracts and other relevant records as the case may be from the concerned Heads of the projects and Drawing Officers of the University, vide circulars referred to (1 to 3) above. This system was introduced with a view to draw the fellowship of all the research staff of the University in one single instance and to credit the proceeds (Fellowship amount) to their respective Savings Bank Accounts of the concerned research staff as early as possible.

During the period of this computerization, this office has come across with certain hardships in drawing the fellowship bills of all the research staff in one single stretch as per the schedule. This is due to lack of cooperation and noncompliance of the instructions issued from this office in this regard. For instances, some of the Principal Investigators and Drawing Officers are not sending the computer data sheets and attendance extracts of the research staff of their Schemes in one single instance and within the date prescribed for the purpose. More over, several Principal Investigators and Drawing Officers however are in the habit of sending all attendance extracts and computer data sheets of their research staff without verifying the fact regarding the availability of the sufficient funds under the projects. When the pay bill section of Comptroller's Office approaches the Scheme's Section for providing additional funds to draw the fellowship bills of all the research staff at once by computer, wherein the funds exhausted, they are informing repeatedly that the funds are not received from the Funding Agencies due to non finalization of accounts by the Principal Investigators and non submission of Statement of Expenditure/Utilization Certificates by them to the funding agencies for the funds already released. Besides, some of the research staff whose computer data sheets and attendances submitted in time is insisting to pass their salary bills at the earliest as per old method of admitting the bills for payment. This creates inconvenience and fixes this office in dilemma for non-drawl of salary of the persons whose attendances sent with in the stipulated time. This is because the software is programmed to draw the fellowship bills of all the research staff in one single spell. Further, this office also receives computer data sheets and attendance extracts of the research staff in hundreds together at a time beyond the last date prescribed and this causes delay in feeding the data to the computer due to inadequate number of staff in this office and this further leads to delay in drawing the fellowships with in the stipulated period.

In view of facts explained above, the University after examining all the difficulties and the facts involved is therefore decided to switch over to the old system from the existing system of drawing fellowship of the research staff working in the Projects/Schemes of the University as was being followed earlier. The prevailing system of drawing the fellowship of research staff in computer by getting the computer data sheet and attendance extracts from Principal Investigators / Drawing Officers is hereby withdrawn as it is not feasible and the old system of drawing the fellowship of the research staff is reintroduced with effect from 26th November 2011. Accordingly, the following instructions cum terms and conditions are issued to follow scrupulously by the Principal Investigators of Schemes and Drawing Officers of the University for drawing the fellowship bills of the research staff coming under their purview.

1. To prefer the fellowship bills of contractual research staff manually by the concerned Drawing Officers every month commencing from December 2011 (01/12/2011 to 31/12/2011) after getting the attendance extracts from the Principal Investigators as was being done earlier and submit the same to this office for making payment duly enclosing the required records and computer data sheets to the bill as already issued to the research staff in this regard.
2. To prefer the supplementary fellowship bills from 26/11/2011 to 30/11/2011 of those research staff whose fellowship is drawn in computer for the month of November 2011.
3. To deduct the income tax where ever necessary by quoting the PAN of the employees and whose tax is required to be deducted at source, since the responsibility of deducting the income tax of the research staff is rest with the concerned Drawing Officers as per the provisions of KFC.
4. To quote the employee number already assigned to the contractual research staff in every manual bill while sending the bills to this section for making payment. Wherever a new person is engaged and employee number is to be allotted yet, in such cases, the words "Fresh Engagement" shall be quoted and subsequently have to quote the employee number invariably in all the bills after allotting the same by this office.
5. To maintain the Acquaintance Registers of the research staff compulsorily coming under their jurisdiction as this would help in preferring the arrears bills whenever the fellowship of research staff are revised by the funding agencies.
6. To prefer the fellowship bills of research staff only after verifying the availability of sufficient funds under the head of accounts to avoid return of the bills unnecessarily.
7. To strictly follow the guidelines issued by the University for this purpose in its Circulars dated 09/12/2005 and 25/11/2006 while entrusting the work of vacant/sanctioned posts in the schemes on job/work contract basis in the University.
8. To obtain Form 16 every year from this office by deputing a person after finalization of accounts for the particular financial year and hand over the same to the respective research staff for filing income tax returns to the Income Tax department just similar to the other regular employees of the University.
9. To get allotment of sufficient funds under the salary head of the research staff while making budget allocations by the Scheme Section of Comptroller's Office at the beginning of the financial year in order to avoid delay in admitting the fellowship bills,
10. To engage the research staff strictly against the sanctioned vacant posts of the projects. If the sanctioned posts are not provided by the funding agencies, the research staff strength may be get it sanctioned by the Scheme Section of Comptroller's Office after consulting with the Principal Investigators of Projects in order to avoid audit objections later by the auditors of the State Accounts Government or Accountant General Office.
11. The Principal Investigators / Scheme Heads should obtain sufficient funds from the concerned funding agencies to meet the expenditure on fellowship of research staff.
12. The Drawing Officers should ensure the financial / balance position before preferring the fellowship bills of research staff to avoid return of bills from Comptroller's Office.

Comptroller 5/12/11

Copy to:

1. All the officers of the University.
2. All the Heads of Research Stations / Extension Unites /Schemes
3. All the Drawing Officers of the University.
4. The Deputy Comptrollers, Comptroller's Office, GKVK.
5. The Head, ARIS Centre, UAS GKVK with a request to upload this circular in the University Web Site under the link Comptroller.
6. The file