

MANUAL XII
MANNER OF EXECUTION OF SUBSIDY PROGRAMMES
[SECTION 4(1)(B)(XII)]

Not applicable to this University.

2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

2.3.1 Name of the programme of activity

As per BHU, it is NOT applicable

2.3.2 Objective of the programme

As per BHU, it is NOT applicable

2.3.3 Procedure to avail benefits

As per BHU, it is NOT applicable

2.3.4 Duration of the programme/ scheme

As per BHU, it is NOT applicable

2.3.5 Physical and financial targets of the programme

As per BHU, it is NOT applicable

2.3.6 Nature/ scale of subsidy /amount allotted

As per BHU, it is NOT applicable

2.3.7 Eligibility criteria for grant of subsidy

As per BHU, it is NOT applicable

2.3.8 Details of beneficiaries of subsidy programme (number, profile etc)

As per BHU, it is NOT applicable

2.4 Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]

2.4.1 Discretionary and non-discretionary grants/ allocations to StateGovt./NGOs/other institutions

Available On BHU website

- <http://ngogrants-moma.gov.in/>
- https://bhu.ac.in/Site/Page/1_2_16?2119 (Annual & Accounts & Audit Reports)
- https://bhu.ac.in/Site/Page/1_3362_6464 (Grants & Scholarships)
- https://bhu.ac.in/Site/GiftUsContribution/1_2 (Donation & Contribution)
- https://bhu.ac.in/Site/UnitHomeTemplate/1_3247_469 (Student Wellness)
- https://bhu.ac.in/Images/files/Sept_13-2010-Quality_Policy_Final.pdf
- <https://bhu.ac.in/Images/files/manual-13-New%20Update-13.pdf>

2.4.2 Annual accounts of all legal entities who are provided grants by public authorities

Available On BHU website

- <http://bhu.ac.in/anualreport/>
- https://new.bhu.ac.in/site/Page/1_2_16?2119
- https://www.bhu.ac.in/law/content/BHU_ACT.pdf
- https://www.bhu.ac.in/bhuact/bhuact_chap12.htm
- https://new.bhu.ac.in/Site/Page/1_2_32_6159_3238_Main-Site-RTI-Acts
- https://www.bhu.ac.in/bhuact/bhuact_chap222.htm
- <https://www.bhu.ac.in/Tender/jan2016/erpums/TenderDocument.pdf>
- <https://www.bhu.ac.in/tenders/nov2021/18/0002/bd.pdf>
- <http://ngogrants-moma.gov.in/>
- https://bhu.ac.in/Site/Page/1_2_16?2119 (Annual & Accounts & Audit Reports)
- https://bhu.ac.in/Site/Page/1_3362_6464 (Grants & Scholarships)
- https://bhu.ac.in/Site/GiftUsContribution/1_2 (Donation & Contribution)
- https://bhu.ac.in/Site/UnitHomeTemplate/1_3247_469 (Student Wellness)
- https://bhu.ac.in/Images/files/Sept_13-2010-Quality_Policy_Final.pdf
- <https://bhu.ac.in/Images/files/manual-13-New%20Update-13.pdf>

GRANTS AND SCHOLARSHIPS

- https://www.bhu.ac.in/Site/Page/1_3362_6464

Concessions, permits or authorization granted by public authority:

- https://www.bhu.ac.in/ioebhu/2170800_Guidelines-for-Educational-Institutions-as-institutions-of-Eminence-2017.pdf
- <https://bhu.ac.in/guidelines/downloads/audit/Complete%20Audit%20Manual-English.pdf>
- <https://www.bhu.ac.in/guidelines/audit.php>
- https://www.bhu.ac.in/Site/Page/1_2_16?3171P (Fee Structure & Financial Aids)

OFFICE PRODUCER MANUAL

- [https://bhu.ac.in/Images/files/BHU-OPM-Updated%20\(2\).pdf](https://bhu.ac.in/Images/files/BHU-OPM-Updated%20(2).pdf)
- <https://www.bhu.ac.in/Images/files/BHU-OPM-2ndEdn.pdf>

INTERNAL AUDIT MANUAL (click below)

- https://www.bhu.ac.in/Site/Page/1_2_16?2148P

ANNUAL REPORTS AND ACCOUNTS &AUDIT REPORTS (2021-2022) (click below)

- https://www.bhu.ac.in/Site/Page/1_3298_6564_Academic-Section-Annual-Reports
- https://www.bhu.ac.in/Images/files/Annual%20Accounts_2021-22.pdf
- <https://www.bhu.ac.in/Images/files/Account%20%26%20Audit%20Report%202021-22%20Hindi.pdf>
- https://www.bhu.ac.in/Site/Page/1_3254_6507_6435_Finance-Office-Annual-Accounts

ANNUAL REPORTS AND ACCOUNTS &AUDIT REPORTS (2022-2023) (click below)

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- https://www.bhu.ac.in/Images/files/ACCOUNT%20AND%20AUDIT%20REPORT_2022-23_HINDI.pdf
- https://www.bhu.ac.in/Site/Page/1_3254_6507_6435_Finance-Office-Annual-Accounts

GRANTS

- **Call has opened for DBT/Well come Trust Team Science Grants. Last date is June 15th 2022.** Team Science Grants will fund a team of researchers who bring together complementary skills, knowledge, and resources to address an important health challenge for India.

These are institutional grants, envisioned as research-oriented centres with focus on major biomedical research problems and are meant to promote clinical/public health research and develop physician scientists to empower clinicians and public health scientists to carry out patient- and population-oriented research in addition to patient care and preventive medicine. For more information visit the page:

- <https://indiabioscience.org/grants/team-science-grants-and-clinical-public-health-research-centre-grants>

- **Attention: Application for Humboldt fellow is going on for pursuance of higher research, both for research scholars and faculties**

Please click here to know more and apply accordingly:

- <https://www.research-in-germany.org/en/research-funding/funding-programmes/avh-humboldt-research-fellowship-for-experienced-researchers.html>

- **Attention:**

- SERB Core research grant deadline is approaching **18th April 2022**
- SERB Fund for Industrial Research Engagement (SERB) deadline **May 03, 2022**

- **Attention:** Joint call for project Proposals 2022 Indo Danish research and Innovation cooperation in the area of "Green Fuels Including Green Hydrogen" is open. Funding available upto INR 200 million. Visit this site for more information:

- <https://dst.gov.in/callforproposals/joint-call-project-proposals-2022-indo-danish-research-and-innovation-cooperation>

- **Attention:** USIEF has announced the competition for the Fulbright-Nehru Academic and Professional Excellence Fellowships for the academic year 2023-2024. This program aims to provide Indian faculty, researchers, and professionals the opportunity to teach, conduct research, or carry out a combination of teaching and research at a U.S. institution. The application deadline is July 15, 2022..... for more details go to

- <https://www.usief.org.in/Fulbright-Nehru-Academic-Professional-Excellence-Fellowships.aspx>

- Multiple calls from serb are open right now like core research grant, matrices, tare and fire with collaboration with industries.

- <https://serbonline.in/SERB/HomePage#call>

- Multiple bilateral funding calls with Germany are open involving faculties and industry partners from India and Germany. the details can be found here:

- <https://www.igstc.org/>

- Open call for funding on research related to healthcare and translation supported by ministry of health.

- <https://dhr.gov.in/schemes/grant-aid-scheme-inter-sectoral-convergence-coordination-promotion-and-guidance-health> no deadline.
- The PAIR program from IGSTC promotes the exchange of regular faculties below 35 years of age for short term visit to Germany and inviting German colleagues to India.
 - <https://www.igstc.org/home/pecfar> the deadline for this is 31st March.
- DBT call for Proposals "BIOTECHNOLOGICAL INTERVENTIONS FOR MITIGATING MICROPLASTIC POLLUTION AND DEVELOPMENT OF ALTERNATIVES TO SINGLE USE PLASTIC". Last date is 5-5-2022.
- SERB call for Teachers Associate ship for research and excellence. This scheme aims to facilitate mobility of faculty members working in a regular capacity in State Universities / Colleges and in private Academic Institutions to carryout research work in an established public funded central institution such as IITs, IISc, IISERS etc. Last date extended to 28th March 2022.
- Call for SERB Core Research Grant (CRG) 2022. Extramural Research (EMR) funding scheme of SERB to carry out basic research in all frontier areas of Science and Engineering.
- Call for SERB Start-up Research Grant (SRG) 2022. The Start-up Research Grant (SRG) scheme aims to assist researchers to initiate their research career in a new institution.
- Call for National Mission on Interdisciplinary Cyber-Physical Systems (NM-ICPS). Technology Innovation Hubs (TIHs). This grant/opportunity is to build intelligent, autonomous and efficient CPS systems and are expected to drive innovation in sectors as diverse as agriculture, water, energy, transportation, infrastructure, security, health and manufacturing.

SCHOLARSHIPS

- Call has opened for The Fulbright-Nehru Doctoral Research Fellowships. These fellowships are designed for Indian scholars who are registered for a Ph.D. at an Indian institution. These fellowships are for six to nine months. For more information and application click here: <https://www.usief.org.in/>
- **Applications are now accepted for QUAD Fellowship:** The Quad Fellowship empowers exceptional engineering, mathematics, science, and technology graduate students to advance research and innovation with a lens of positive social impact throughout their careers by providing scholarships, immersive and inspiring events, mentorship and career-advancing programming, and cross-cultural exchange opportunities".

This fellowship was recently promoted and applauded by the honorable Prime minister in a Quad meeting including premiers from Australia, Japan, USA and India. This is one of the premiere fellowship programs backed by both Govt and private agencies to reach greater good.

For more information and application please visit the page:

- <https://www.quadfellowship.org/about-us>
- Applications are invited for Malaviya Post-Doctoral Fellowship under IoE program of BHU. It is one of the most prestigious post-doctoral program supported by BHU with the help of UGC-MHRD. Visit this page for applying:
 - <http://bhuonline.in/postdoctoral-fellowships-2022/index.html>

- **Postdoc in Computational Neuroscience and/or Machine Learning at the University of Calgary, Canada**

We are recruiting a talented postdoctoral researcher in Computational Neuroscience and/or Machine Learning to study network neural dynamics of brain function and psychedelics to participate in a cutting-edge International Network for Brain-Inspired Computation (AcelNet) that includes nodes in Montreal, Paris, and the Pacific Northwest of the US and Canada (e.g. University of Washington, Allen Brain Institute). For more info (review of applications will begin on May 1st), please see:

➤ <https://www.ucalgary.ca/complexity/positions>

or reach out to Dr. Jörn Davidsen (davidsen@phas.ucalgary.ca) and Dr. Aaron Gruber (aaron.gruber@uleth.ca).

- **Postdoctoral position on "Dynamics of coupled oscillator networks",** Lund University, Sweden. We are looking to recruit a Postdoctoral Researcher to join me and my colleagues at the Centre for Mathematical Sciences at Lund University in Sweden to work on network dynamical systems. Application deadline is: *APRIL 20, 2022*
- Details on this project, "Dynamics of coupled oscillator networks" can be found at: http://eam.webhop.net/index.php?page=job_description_postdoc_04_2022 Application form: <https://lu.varbi.com/en/what:job/jobID:489060/> (Candidates should mention and explain their interest in the project, "Dynamics of coupled oscillator networks").
- The SERB-National Post Doctoral Fellowship (N-PDF).
- DST-SERB, International Travel Support (ITS) Scheme provides financial assistance to Indian researchers for presenting a research paper in an international scientific event (conference, seminar, workshop etc.).
- SERB Early Career Research Award (ECRA). The applicant should hold Ph.D. degree in Science or Engineering or M.D or M.S degree in any area of medicine.

2.3 Manner of execution of subsidy programme [Section 4(i)(b)(xii)]

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- https://www.bhu.ac.in/Images/files/ACCOUNT%20AND%20AUDIT%20REPORT_2022-23_HINDI.pdf

Annual Audit Accounts Reports (Year 2023-2024) in English & Hindi

Under Process

- https://www.bhu.ac.in/Images/files/ACCOUNT%20AND%20AUDIT%20REPORT_2022-23_HINDI.pdf

Grants and Scholarships

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More opportunities

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BHU/IPRTTC/Form - I
Intellectual Property Rights & Technology Transfer Cell
C/o SRICC

Application for obtaining No Objection Certificate for filing Patent

1. Title of the investigation/invention to be patented:
2. Is the patent to be filed for a process or a product?
3. Brief description of the invention/investigation (300 words).
4. Does the invention add to human knowledge substantially or marginally and/or does it have a likely commercial value in the near (say 2-5 years) or distant future (say 6-15 years)? (200 words)
5. What is the exact problem being solved? What is novel in the investigation?
6. How did you first get an idea about the work you have done which has led to the invention (from journals, books, patents, peer group discussions, recommendations of some committee/task force, trade brochures or some other sources) ? When did the idea first occur to you (Year) ?
7. Have you been following the progress made globally in your area of invention? If yes, what tools did you adopt for this purpose and how frequently did you check on this?
8. How do you rate the quality of the invention from domestic and international angles?
9. What could be the possible interest of laboratories/industry/governments in the invention, commercial, R&D, scale-up, field trials etc.?
10. What are the products derivable from the inventions?
11. What is the lead over others will this invention have?
12. Is it likely to lead to a totally new technology after a few years or lead to an incremental technology primarily replacing the existing technology?
13. What investments (qualitatively or quantitatively or both) may be required for setting up production facilities?
14. Has an extensive patent search been done for the niche area? What was the method adopted? Is there a need for a fresh search?
15. Have you published your work in any journal, magazine, newspaper, etc.? If yes, what is the extent of disclosure? Please include a write-up.
16. Do you think that your invention is worth protecting in other countries? Which would be the target countries for this purpose? What is your justification for filling such applications, considering that patenting in other countries is an expensive proposition?
17. Please, furnish the details of all the inventors associated with the research project, **(with signature)** in the following format:

Name (Expand Initials in block capitals)	:
Designation	:

Address (Official) :
Address (Permanent) :
Telephone :
Email :

18. Is the work done in collaboration? If yes, who shall be the applicant(s) for the patent application for the invention?

19. Are all the inventors presently in India or not? Is any of the inventor likely to leave the country in the near future? If so when and for how long?

20. Please mention if there is any revenue sharing arrangement amongst the inventors. (only if there are more than one inventor)

21. Please, furnish the details of funding agencies associated with the invention:

Name of Funding Agency :
Funds received (in Rupees) :

22. Is the work bound by any agreement/ contract/ MoU/MoA? If yes, kindly provide a copy of the same.

23. Is the any revenue sharing agreed upon with the funding agency? Is there any agreement on the aspect of payment of intellectual property maintenance fee?

24. Have you been keeping a logbook/a laboratory notebook, describing your laboratory work on a day-to-day basis? If yes, whether such a book is kept in good condition. (If no, we suggest that this be a standard practice of your laboratory).

Place:

Dated:

(Signature)

Principal Investigator/Inventor

Signature(s) of Other Investigator(s)/Inventor(s):

Innovation/Patent/Technology of Banaras Hindu University for Licensing

S.N	Title of the Innovation/Patent/Technology	Name of Inventor(s) and department	Application and Patent No.	Year of Award
1.	A polyherbal preparation useful for the prevention of atherosclerosis and hyperlipidemia	1. Prof. Yamini Bhushan Tripathi, Department of Medicinal Chemistry, Institute of Medical Sciences, Banaras Hindu University	1255/DEL/2002, 238258	2010
2.	Novel anti-platelet and anti thrombotic properties of nano silver with potential therapeutic applications	1. Prof. Debabrata Dash Department of Biochemistry, Institute of Medical Sciences, Banaras Hindu University	2416/DEL/2008, 273752	2016
3.	Composition for controlling storage pests and mycotoxin production	1. Prof. Nawal Kishore Dubey 2. Dr. Rajesh Kumar Department of Botany, Institute of Science, Banaras Hindu University	2587/DEL/2006, 297959	2018
4.	A composition for controlling pests infesting grains, comprising an effective amount of <i>Melaleuca leucadendron</i> and <i>Carumcarvi</i>	1. Prof. Nawal Kishore Dubey 2. Dr. Rajesh Kumar, Department of Botany, Institute of Science, Banaras Hindu University	2586/DEL/2006, 298220	2018
5.	Effect of surface nanocrystallization on osseointegration of CP-Titanium	1. Prof. Vakil Singh Department of Metallurgical Engineering, Institute of Technology, BHU 2. Dr. Shitu Jindal, 3. Prof. Bijay Pratap Singh 4. Dr. Rajesh Bansal Faculty of Dental Sciences, Institute of Medical Sciences, BHU	1486/DEL/2011, 315419	2019
6.	Calcium ion-sensor comprising ionophore/carrier ion-free polyindole-camphor sulphonic acid composite	1. Dr. Rajiv Prakash School of Materials Science and Technology 2. Prof. Prem Chandra Pandey 3. Dr. Dheeraj Singh Chauhan Department of Applied Chemistry, Institute of Technology, BHU	2383/DEL/2010, 317867	2019
7.	A process for preparation of a homogeneous polymer blends particularly blends of polycarbonate (PC) and poly(methyl methacrylate) (PMMA)	1. Prof. Dhananjai Pandey 2. Dr. Rajiv Prakash 3. Mr. Akhilesh Kumar Singh School of Materials Science and Technology, Institute of Technology, Banaras Hindu University	141/DEL/2011, 322217	2019
8.	Process for preparation of terminal alkynes	1. Prof. Radhey Mohan Singh Department of Chemistry, Institute of Science, Banaras Hindu University 2. Ms. Durgesh Nandini 3. Mr. Raj Pal Singh 4. Ms. Chitra Rajagopal, CFEES, DRDO, Ministry of Defence, Brig S.K. Mazumdar Marg, Timarpur, Delhi	201711014313, 344721	2020
9.	A process for producing modified electrode biosensor for electrochemical detection of activated platelets and platelet-derived microparticles	1. Prof. Debabrata Dash 2. Dr. Jyotsna Kailashiya 3. Mr. Nitesh Singh Department of Biochemistry Institute of Medical Sciences, BHU	1959/DEL/2013, 350342	2020

10.	Hearing aid along with wireless doorbell vibrator system	1. Mr. Sudip Paul School of Biomedical Engineering, Institute of Technology, BHU 2. Mr. Nachiketa Rout AYJNIHH (ERC), BT Road, Bon-Hooglee Kokata (W.B.) 3. Prof. Ranjana Patnaik School of Biomedical Engineering, Institute of Technology, BHU	1836/DEL/2011, 356318	2021
11.	Electrolysis of starch-based electrolytes	1. Dr. Neelam Srivastava 2. Mr. Manindra Kumar 3. Ms. Tuhina Tiwari Department of Physics, Mahila Maha Vidyalaya, BHU	1664/DEL/2012, 372370	2021
12.	A Pattern Recognition Receptor particularly a Toll-Like Receptor which has a unique association with the presence of glomerulonephritis in systemic lupus erythematosus (SLE)	1. Dr.Geeta Rai 2. Mr. Sudhir Kumar Chauhan Department of Molecular & Human Genetics, Institute of Science, Banaras Hindu University	128/DEL/2013, 376542	2021
13.	Synthesis and field emission performances of multi-stacked carbon hollow cylinders	1. Prof. Onkar Nath Srivastava 2. Dr.Mohammad Abu Shaz 3. Mr. Prashant Tripathi Department of Physics Institute of Science Banaras Hindu University	201711033263, 387299	2022
14.	A novel formulation of vitamins increases the immune efficiency in low birth weight newborn	1. Dr.Geeta Rai Department of Molecular & Human Genetics, Institute of Science, Banaras Hindu University	2476/DEL/2013, 392096	2022
15.	Novel composition for controlling storage pests and mycotoxin production	1. Prof. Nawal Kishore Dubey 2. Dr. Rajesh Kumar Department of Botany Institute of Science Banaras Hindu University	2588/DEL/2006, 401416	2022
16.	Noble metal based electrocatalyst for hydrogen evolution reaction	1. Prof. Anchal Srivastava 2. Mr.Rohit Ranjan Srivastava Department of Physics Institute of Science Banaras Hindu University 3. Mr. Divyansh Gautam 4. Dr.Bratindranath Mukherjee Department of Metallurgical Engineering, Indian Institute of Technology, (BHU) 5. Mr. Sumit Kumar Pandey Department of Physics Institute of Science Banaras Hindu University	202111013441, 404106	2022
17.	Method for the preparation of Curcumin Quantum Dots	1. Mr. Ashish Kumar Singh 2. Prof. Pradyot Prakash Department of Microbiology 3. Dr. Monika Bansal Faculty of Dental Sciences 4. Dr. Rakesh Kumar Singh Department of Biochemistry, Institute of Science, Banaras Hindu University	201811029417, 416463	2023

18.	A silver nanoparticle conjugate prepared from phytochemical extract for preferred apoptosis in cancer cell lines	1. Dr.Geeta Rai 2. Ms. Khushbu Priya Department of Molecular & Human Genetics, Institute of Science, Banaras Hindu University	201711018834, 419319	2023
19.	Multiwalled carbon nanotube membrane based air filter	1. Prof. Anchal Srivastava 2. Mr. Sumit Kumar Pandey Department of Physics Institute of Science Banaras Hindu University 3. Mr. Pramaod Kumar Vishwakarma 4. Dr. Rajiv Giri Center of Material Sciences University of Allahabad, Prayagraj	202211060701, 461617	2023
20.	A modified carbon paste electrode with peroxidases from rice plants and a method of producing the same	1. Prof. Kavita Shah Institute of Environment and Sustainable Development (IESD) 2. Ms. Priyanka Singh Department of Biochemistry Institute of Science Banaras Hindu University	478/DEL/2013, 466497	2023
21.	A novel plant essential oil synergistic composition and its preparation	1. Prof. Nawal Kishore Dubey 2. Mr. Ashok Kumar 3. Ms. Priyanka Singh 4. Mr. Ravindra Shukla 5. Dr. Bhanu Prakash Department of Botany Institute of Science Banaras Hindu University	233/DEL/2011, 472431	2023
22.	Process for preparation of ready to cook multi grain khichdi composition	1. Prof. Anil Kumar Chauhan 2. Mr. Vikash Kumar 3. Ms. Tanya Chakrabarti Centre of Food Science & Technology, Institute of Agricultural Sciences, Banaras Hindu University	201811027701, 495019	2024
23.	Synergistic composition for rapid reproduction of earthworms	1. Prof.Harikesh Bahadur Singh 2. Prof. Birnchi Kumar Sarma 3. Dr.Akanksha Singh 4. Dr.Rahul Singh Rajput 5. Dr.Anukool Vaishnav 6.Dr.Shatrupa Ray, Department of Mycology & Plant Pathology, Institute of Agricultural Sciences, BHU	201911016131, 495237	2024
7.	Bragg fiber waveguide bio-sensor based on defect mode	1. Dr.Vivek Singh 2. Mr.Ritesh Kumar Chourasia 3. Ms. Ankita Srivastava 4. Dr.Surendra Prasad, Department of Physics, Institute of Science, BHU	201711015130, 508652	2024

BHU in 2023: Year's Overview

Dear Colleagues, Alumni, Students and Well-Wishers of BHU,

My warm greetings to each one of you! As we step into the new year, I take this opportunity to reflect on some notable achievements from the year gone by.

Over the past year, our primary emphasis was on consolidation and optimization of our functioning. Throughout this year, our focus was: to enhance impactful teaching and learning, drive meaningful research, and enhance our students' overall experience. Leveraging the **Institution of Eminence** Scheme, we have initiated various new programs to support faculty and students. Gradually advancing, the impact of our efforts is beginning to show.

Our numerous **student-centric initiatives** are aimed at empowering and supporting students in their pursuit of excellence. International exposure can be transformative for Ph.D. scholars, offering avenues for cross-cultural learning, global networking, and enriching research experiences. During the year, we have financially supported **over 110 PhD students** to participate in **international conferences**. Additionally, we have funded seven students to spend a semester at a globally recognized institute outside India, and supported nine students to gain invaluable research experience at esteemed laboratories and institutions across India. **Forty-four students** have earned Teach for BHU fellowships, while **160 postgraduate students** have been awarded Sarvepalli Radhakrishnan Internships. Furthermore, students below the poverty line at the University are being provided annual financial assistance of Rs. 25,000 each.



Left: an image from an I Care workshop. Right: an image from a sporting facility.

To foster overall professional growth, and holistic well-being (physical, emotional, and psychological), of our students remains our top priority. The implementation of the **Student Well-Being program** and the **Leadership and Life Skills Initiative** have now been rolled out throughout the University. These initiatives are already showing noticeable effects and are poised to significantly influence the lives and future path of our students. The **I Care workshops** provided training to **129 faculty members**, equipping them to serve as primary counsellors for students.

The university achieved another significant milestone this year: we welcomed **319 new international students**. With a current count of over **740 international students**, BHU proudly holds the distinction of **hosting the largest international student community** among public-funded universities in India.

Faculty members serve as the driving force behind the advancement of any academic institution, and we are committed to empowering and enabling our faculty members by allocating substantial resources towards the same. We offered seed grants exceeding Rs 35 crores to **398 new faculty members** to aid their research endeavours. Additionally, **423 faculty members** have received research incentive grants totaling around Rs 28 crores. Moreover, Rs. 6 crores have been allocated to **44 trans- disciplinary research proposals**. Nearly **900 faculty members** have utilized the Professional Development Fund, amounting to over Rs 9 crores, while **153 faculty members** have utilised grants of Rs 1.3 crores for their international travel. The university's support for organizing conferences has facilitated ~50 meetings and conferences. The **Raja Jwala Prasad Post-Doctoral Fellowship** will empower **56 of our faculty members** to engage post-doctoral research fellows, enhancing research productivity and elevating its quality.

This year, **our faculty members received five NASI fellowships** (in contrast to 14 over the past decade). It is immensely gratifying to witness these statistics, which also reflect the evident signs of our growth and excellence. We take pride in the well-deserved recognition our faculty members have received for their exceptional work.

In addition to investing in human resources, our focus extends to revitalizing the university's infrastructure. We are actively engaged in expanding our hostel capacity, with construction underway for **a new 1200-seated girls' hostel**. Simultaneously, plans for constructing or expanding several other hostels are in the pipeline. Construction has begun for a **new academic building in the Mahila Mahavidyalaya**, while designs are being developed for additional academic buildings in the University. Construction will commence shortly for a **150-bed Critical Care Unit**, along with the establishment of a **200-bed National Centre for Aging**.

Embarking on an ambitious endeavor, we are working diligently towards making our administration more responsive towards the faculty members and the students. The university's administrative setup and processes are being revamped. The **Administrative Reforms Committee**, comprising seasoned academic-administrators of the country, in its report '**Reshaping the Future: BHU's Path to Efficiency and Accountability**', has put forward 64 recommendations that will steer our path in the coming years. We are already witnessing the initial effects of these efforts. For example, the introduction of the **Digital Life Certificate** will streamline processes for our pensioners, while automating the process of issuance of Transfer and Migration Certificates will make things easier for our students.

Forging collaborative partnerships with esteemed institutions creates fresh avenues for growth, benefiting both students and faculty members. The memorandum with **Homi Bhabha Cancer Hospital, Varanasi (HBCH)** and **Mahamana Pandit Madan Mohan Malaviya Cancer Centre, Varanasi (MPMMCC)** will foster closer cooperation of BHU with them. The newly introduced **Darbhanga Naresh Rameshwar Singh Visiting Faculty Program** will enable faculty members from the top 20 NIRF ranked institutions to spend up to a year at BHU.

BHU was established solely through philanthropic support. To reignite this spirit of generosity and propel BHU to its deserved position among the world's top universities, we launched our inaugural annual fundraising campaign, **"PRATIDANA: Mahamana Annual Fund"**, in 2022. Alumni and well-wishers have graciously contributed to establish scholarships, facilitate academic activities, and make open-ended donations. In less than two years, over 200 scholarships have been established as a result. In order to enable contributions from our supporters in the United States, our well-wishers have now established the **"BHU America Foundation"** in the United States.



Left: Student Sports, Right: Entry Gate

We are committed to sustaining our positive momentum. As we rejoice in our achievements, it is crucial **to set new ambitious benchmarks and make concerted efforts for achieving those**. To this end, we look forward to your support - I invite you to join us on the BHU journey, to be a part of our ambitious aspirations and rich legacy.

Once again, Wishing you all a fulfilling 2024.

Section 4A in Banaras Hindu University Act, 1915

4A. [Powers of the University.- [Substituted by Act 55 of 1951, Section 2]

The University shall have the following powers namely:

- 1) to provide for instruction in such branches of learning as the University may think fit, and to make provision for research and for the advancement and dissemination of knowledge;
- 2) to promote the study of religion, literature, history, science and art of Vedic, Hindu, Buddhist, Jain, Islamic, Sikh, Christian, Zoroastrian and other civilisations and culture;
- 3) to hold examinations and to grant diplomas and certificates, and confer degrees and other academic distinctions to and on persons who-
(a) who shall have pursued a course of study in the University, or in a college and passed the examination or who shall have carried on research work in the manner prescribed by the Ordinances, or
(b) who are teachers of the University or any college under conditions laid down in the Statutes and the Ordinances, and shall have passed the examinations of the University under like conditions, or
(c) who, being women, shall have pursued a course of private study in subjects provided for by the Ordinances and shall have passed the examinations of the University under conditions laid down in the Ordinances;
- 4) to confer honorary degrees or other distinctions in the manner laid down in the Statutes;
- 5) to grant such diplomas [or certificates] *[Added by Act 52 of 1966, section 5(b)]* to, and to provide such lectures and instruction for, persons not being members of the University as the University may determine; (5A) [to withdraw degrees, diplomas, certificates and other academic distinctions;] *[Inserted by Act 52 of 1966, section 5(c)]*
- 6) to co-operate with other Universities and authorities in such manner and for such purposes as the University may determine;
- 7) to institute professorships, readerships, lectureships and other teaching posts required by the University and to appoint persons to such professorships, readerships, lectureships and other posts;
- 8) to institute and award fellowships (including travelling fellowships), scholarships, studentships, exhibitions and prizes in accordance with the Statutes and the Ordinances;
- 9) to institute and maintain halls and hostels and to recognise places of residence for students of the University; (9A) [to institute, establish, maintain, reconstitute, amalgamate, divide or abolish departments, faculties or colleges and carry out inspection thereof and inquiry in relation thereto;] *[Inserted by Act 52 of 1966, section 5(d)]*
- 10) to demand and receive such fees and other charges as may be prescribed by the Ordinances;
- 11) to supervise and control the residence and to regulate the discipline of students of the University, and to make arrangements for promoting their health and [welfare.] *[Inserted by Act 52 of 1966, section 5(e)]*
- 12) to make special arrangements in respect of the residence, discipline, and teaching of women students; (12A) [to regulate and enforce discipline among salaried officers, teachers and other employees of the University in accordance with the Statutes and Ordinance;] *[Inserted by Act 52 of 1966, section 5(f)]*
- 13) to create administrative, ministerial and other necessary posts and to make appointments thereto; and (13A) [to acquire, hold, manage and dispose of property, moveable or immovable, including trust or endowed property, for the purposes of the University;] *[Inserted by Act 52 of 1966, section 5(g)]* (13B) [with the approval of

the Central Government, to borrow on the security of the property of the University, money for the purpose of the University;] *[Inserted by Act 52 of 1966, section 5(h)]*

14) to do all such other acts and things, whether incidental to the powers aforesaid or not, as may be requisite in order to further the objects of the University.



EXPRESSIONS

(QUARTERLY NEWSLETTER OF BANARAS HINDU UNIVERSITY)

VOLUME. 01
ISSUE: 01
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BANARAS HINDU UNIVERSITY 5TH BEST IN THE COUNTRY

In the current edition of the National Institute Ranking Framework (NIRF 2023), BHU is placed in the **5th position** among universities in India, a significant rise from the previous year. Further, BHU maintains the 11th position in the overall category as it clinches the 4th spot in the Agriculture and Allied Sectors category. Notably, in the Dental category, BHU has made remarkable progress and now holds the 18th position.

NEW INITIATIVES

International Visiting Student Program

The scheme launched under the **Institution of Eminence – BHU**, provides research scholars with an opportunity to spend one semester at top 500 institutions in the world. Those selected will get a consolidated fellowship of 1,800 USD per month during their stay, an economy class return air ticket, and health insurance. It also offers academic travel within the host country to the tune of USD 600.

Wellbeing, Leadership & Life Skills Initiatives



With students at the core of its policies, plans, and approach to moving forward, Banaras Hindu University has launched **'Student Well Being' & 'Leadership and Life Skills'** initiatives for its institutes, faculties

and Mahila Mahavidyalaya. The initiatives support students in their pursuit of academic development as well as psychological, emotional, physical, and mental well-being. The activities under these initiatives are attempting to enable students to acquire the necessary soft and social skills to complement their professional needs as well as shape themselves into responsible citizens.

External Experience to PhD Scholars

The initiative provides an opportunity to Ph.D. scholars to spend one semester at a reputed university or research laboratory in India and carry out research. It opens new avenues for researchers to develop **experimental, theoretical, as well as professional skills**. The visiting scholar will receive a monthly maintenance allowance of Rs. 15,000, which will be in addition to the usual fellowship.

Digital Life Certificate

Continuing in its pursuit to use technology to streamline its processes, the university has introduced Digital Life Certificate submission facility. The present practice requires the mandatory annual submission of a life certificate verified either through the bank or by personal visit to the Pension Section of BHU. The new system showcases the university's commitment to embrace digital convenience and will come as a relief to over 6,000 pensioners, who can now **submit their life certificates online from anywhere across the globe**.

KHELO BHU: Enhanced Sports Funding

The university is bringing to life the idea of KHELO BHU by robustly enhancing sports infrastructure on the campus. An **additional 25% funding allocation** has been made for sports in hostels, with an aim to boost student well-being, foster healthy competition, and promote camaraderie among its community.

NEW PARTNERSHIPS

The varsity has signed an MoU with the ICAR-Indian Vegetable Research Institute (IIVR). The understanding opens avenues for joint research and extension activities. This collaboration will enable BHU students and scientists to engage in projects alongside ICAR-IIVR scientists, fostering invaluable learning experiences. Reciprocally, experts from IIVR will have the opportunity to tap into the rich knowledge pool and hands-on expertise at BHU. Registrar Prof. Arun Kumar Singh and Director, ICAR-IIVR, Dr. T.K. Behera, signed the understanding on May 26, 2023.



UNIVERSITY HIGHLIGHTS

Reforms @ BHU



Banaras Hindu University has undertaken a comprehensive exercise to reform its administrative and financial machinery. A three-member Administrative Reforms Committee constituted by the university to suggest ways for the purpose submitted its report titled **'Reshaping the Future: BHU's Path to Efficiency and Accountability'** to Vice-Chancellor Prof. Sudhir Kumar Jain on June 6, 2023. The committee held wide-ranging discussions with various stakeholders and has made **64 recommendations** to enhance service delivery and responsiveness with the incorporation of transactional process transparency and related accountability. The committee, chaired by Mr. Pawan Agrawal, Former Secretary, Government of India, had Sh. Parag Prakash, Former Deputy Comptroller & Auditor General, Govt. of India, and Sh. R. D. Sahai, Former Joint Secretary, Ministry of Education, Govt. of India, as members.

BHU BioNEST to get Rs. 1.5 Crore

The Uttar Pradesh Government has identified BioNEST-BHU for a **financial aid of Rs 1.5 crores** to facilitate support to entrepreneurs and start-ups for incubation needs. The grant will support entrepreneurs in the state by providing them guidance, mentorship, access to research, and analytical facilities for promoting bio-based entrepreneurship.

SUPPORT & GIFTS

Jain Education Institutes Support, a not-for-profit trust in New Delhi, has pledged to donate a sum of Rs. 1.05 crore to set up the **Bhagwan Shreyasnath Jain Study Fund**. The Fund will promote and support studies and research in the field of Jainism.

Sri Sathya Sai University for Human Excellence, Karnataka, has instituted 100 scholarships of Rs. 25,000 each for UG, PG, and research students of BHU who are studying **Veda, Sanskrit, Vyakaran, Astrology, and other branches of Hindu Studies**. The two universities are also collaborating on joint research in the areas of India's history, culture, and philosophy.

Sh. Jagdish Jhunjunwala (M.Sc. Nuclear Physics - 1973) has established two Annapurna Scholarships of Rs. 25,000 each for girl students of **B.Sc. (Hons.) Physics**.

Sh. Madhu Prakash Maheshwari (B.Sc. 1954 & M.Sc. 1956) has established an annual scholarship of Rs. 25,000 for women students of **B.Sc. (Chemistry) first year**.

Amar Ujala Foundation has created an annual scholarship of Rs. 25,000 for the **M.A. (Journalism)** students, named after the late Sh. Atul Maheshwari, the founder of the Amar Ujala Media Group.

Task Force for IPR & Tech Transfer

The university has set up a task force to facilitate academia-industry partnerships to bring innovations to society, and ensure the **protection of intellectual property rights and smooth technology transfer** for societal benefits. The task force will oversee collaborative efforts to drive innovation and research, creating a dynamic ecosystem for impactful societal advancements. Prof. Birinchi Kumar Sarma, Dept. of Mycology and Plant Pathology, has been named the chairman of the task force.

Nod to BHU-IRRI Rice Variety

The Indian Council of Agricultural Research has approved the release of a new rice variety **'Malviya Manila Sinchit Dhan-1'** developed by BHU scientists in collaboration with the International Rice Research Institute, Philippines. It took approximately 15 years for the team led by Prof. Shravan Kumar Singh, Institute of Agricultural Sciences, BHU, to develop this new variety in collaboration with experts from IRRI.

Enhancing Student Engagement

BHU is adopting a fresh approach to enhance the constructive engagement of students in various facets of the university. A committee constituted for this purpose by Vice-Chancellor Prof. Sudhir Kumar Jain, in its recommendations, has suggested ways and strategies to ensure **greater involvement and a sense of belonging among students with the university**. Chaired by the Dean of Students and having members from different departments, the panel, while stressing vibrant campus life, has called for the active participation of students in university activities. These would include sporting events, workshops, wellness sessions and interactions, induction and orientation programs, among others. The recommendations are to be implemented from the academic session 2023-2024 onwards.

Smt. Kishori Jhunjunwala, wife of Sh. Dinanath Jhunjunwala (B.Sc. 1954), has instituted ten scholarships of Rs. 25,000 each for students of **Mahila Mahavidyalaya** and **Faculty of SVDV**.

Dr. Ramesh Chandra Gupta (B.Sc. 1966, M.Sc. 1968, & Ph.D. 1975), former Professor of Metallurgical Engineering, IT-BHU, has instituted an annual scholarship of Rs. 25,000 for an **MBBS 1st year** student, in honor of Dr. Bhoj Raj Varma & Smt. Shanti Varma.

Mrs. Krishna Dwivedi has established two scholarships of Rs. 25,000 each for the undergraduate students (one male & one female) of the **Institute of Medical Sciences**, in honor of her late husband, Dr. Radha Raman Dwivedi, a faculty member at the Department of Preventive & Social Medicine.

Shri B N Shukla has established two scholarships of Rs. 25,000 each for the students of **M.A. (Jyotish-Ganit)**, named after his late parents, Sh. Prem Naraina Shukla and Smt. Shyama Devi.

Dr. Shashi Bala Singh has set up an annual scholarship of Rs. 25,000 for a girl student of **M.A. (History)**, named after her late husband, Dr. Anand Shankar Singh, former Professor of History at BHU.

AWARDS & ACCOMPLISHMENTS

Prof. R. N. Kharwar, Department of Botany, and **Prof. Satyen Saha**, Dept. of Chemistry, have received the **INSA Teachers Award 2022** for their remarkable contributions in teaching.

Prof. B. K. Singh, Department of Physics, has been appointed the **Director** of the Indian Institute of Information Technology, Design and Manufacturing, Jabalpur.

The Ministry of Health and Family Welfare, Govt. of India, has named **Prof. Parimal Das**, Centre for Genetic Disorders, as a member of the **Central Supervisory Board** under the Pre-Conception and Pre-Natal Diagnostic Techniques Act, 1994.

Dr. Vivek Singh, Department of English, has been selected for the **Fulbright Fellowship** for the Academic Year 2023–24 at the University of Mississippi.

Dr. Abhishek Pathak & Dr. Anand, Department of Neurology, have been presented with the **American Academic Neurology Award** at the annual conference held in Boston, United States.

Dr. Ram Swaroop Meena, Department of Agronomy, has been selected for the **INSA Visiting Scientist Program** 2022-23.

Research Projects [CLICK TO VIEW>](#)

NEWS DIGEST

Faculty Interactions

Vice-Chancellor Prof. Sudhir Kumar Jain, during his interactions with members of the Faculty of Law, Institute of Management Studies, & Faculty of



Ayurveda, encouraged the prioritization of high-quality publications, which is necessary for improving the rankings of respective faculties as well as the university. Prof. Jain urged them to engage with peers from leading educational institutions for impactful collaborative research and academic endeavors. The Vice-Chancellor also had a similar interactive session with the teachers of Central Hindu Girls School, Kamachha.

Panel on Global Collaborations

Aiming to enhance its **global outreach** and give new impetus to the efforts to make BHU a preferred institution among international students, the university has constituted a steering committee for this purpose. The committee is chaired by Prof. N. V. Chalapathi Rao, Coordinator of International Collaborations at BHU. Prof. S. V. S. Raju,

Coordinator, International Centre, has been named the co-chairman of the committee. The panel has been tasked with strengthening and establishing bilateral exchanges, collaborations, and cooperation with international universities, institutions, and scientific societies.

BHU Grabs Best University Library Award

Sayaji Rao Gaekwad Central Library of the University has been awarded by the Indian Library Association as the Best University Library in India. The **ILA – Dr. L M Padhya Best University Library Award 2022** was presented to the University Librarian Dr. Devendra Kumar Singh at the inaugural function of the 68th Annual International Conference of the Indian Library Association at Ajmer, Rajasthan.

Yoga Day Celebrations

Members of the BHU fraternity performed yogasanas as Banaras Hindu University celebrated the **9th International Yoga Day** on June 21st. A number of programs were organized on campus at faculties and hostels. The main program took place at the iconic Malaviya Bhavan, where Vice-Chancellor Prof. Sudhir Kumar Jain joined students, teachers, staff, and yoga enthusiasts.



Activities [CLICK TO VIEW >](#) | Conferences, Workshops & Special Lectures [CLICK TO VIEW>](#)

STUDENTS & STAFF



Eurasia Honor for BHU Artwork

A mural painting at the Lal Bahadur Shastri International Airport, Varanasi, has entered the **“Eurasia World Records”**. This painting spreads over 600 square feet and has been created by Prof. Suresh K. Nair and his eleven students from the Faculty of Visual Arts.

British Psychological Society Award

Ms. Aishwarya Jaiswal, a Senior Research Fellow, Dept. of Psychology, has been conferred the **British Psychological Society Award** in the United Kingdom.



Tamil Nadu “Darshan”

At the invitation of the Hon'ble Governor of Tamil Nadu, a group of students pursuing diploma in Tamil visited the state. The ten-day **Tamil Nadu Darshan** tour took the group to key cities and places of historical, cultural, and spiritual significance. The group comprised 18 non-Tamil students.

French Government Scholarships

Ms. Bansari Thakkar, Ms. Rose Thomas, and Ms. Samriti Jaswal of the Dept. of French Studies, have been awarded the French Government Scholarships 2023-24. Ms. Thakkar is a research scholar, while Ms. Thomas and Jaswal are pursuing their post-graduation. The program requires them to work as English language assistants with various institutions in the country.



SPORTS @ BHU

- The **Open Badminton Championship** for different categories – students, teaching, and non- teaching took place at the Vibhuti Narayan Indoor Stadium from 08.05.2023 to 15.05.2023.
- The men's and women's **Athletic Meet** saw competitions in the 100 meters flat race, long jump, javelin throw, shot put, 400 meter flat race, and 4x100 meters relay race. The meet took place from 12.05.2023 to 15.05.2023.
- The Inter Hostel/Faculty/College **Tug of War Men's Competition** took place from 02.05.2023 to 04.05.2023.
- The month-long **Summer Sports Coaching Camp**, from 15.05.2023 to 15.06.2023, had sessions on swimming, athletics, basketball, volleyball, badminton and cricket.

PATENTS FILED

1. Development of an Economic Protocol for enhanced β -carotene extraction from Microalgal Biomass
2. Prolong cycling stability of hard carbon-based anode derived from almond shell biowaste for sodium-ion batteries
3. Malonic Acid Cross Linked Starches based Polymer-In-Salt Electrolytes (PISEs) for Energy Devices
4. A low cost & portable small animals' device for simulation of differing environmental conditions
5. Sensing probe & method for detecting glycated hemoglobin
6. An Ayurvedic nebulizer composition & method of preparation

INVENTORS

- Prof. R. K. Asthana, Mr. Nitesh Prasad, & Mr. Abhishek Mohanta, (Dept. of Botany)
- Prof. Rajendra Kumar Singh (Physics), Ms. Dipika Meghnani (Botany)
- Prof. Neelam Srivastava, Ms. Dipti Yadav, Mr. Rakesh Kumar, & Ms. Kanak Aggarwal (Physics, MMV)
- Dr. Kumar Sarvottam, & Mr. Anil Kumar Yadav, Dept. of Physiology, IMS
- Prof. Sanjay Kumar Srivastava, & Mr. Pinky Sagar, Dept. of Physics
- Dr. Prem Shankar Upadhyay (Kaumarbhritya, Ayurveda), & Prof. Biranchi Kumar Sarma (Mycology & Plant Pathology, Agriculture)

SOCIAL CONNECT

- Scientists and experts from the Institute of Agricultural Sciences organized a training program-cum-workshop for farmers on Direct Seeded Rice, at Amra Village in Chandauli district on 21.06.2023.
- The Faculty of Veterinary and Animal Sciences, South Campus, Barkachha, organized Poultry Training Program on 29.04.2023. Participation was focused on economically weaker and deprived backgrounds to make maximum from the training.
- On the occasion of World Hypertension Day (18.05.2023), the Department of Community Medicine, IMS, conducted Health Screening cum Awareness Camp in Sarai Dangri Village, Varanasi, and distributed medicines among the needy



NEW ALUMNI PORTAL

With an objective to connect to its massive alumni base for growth and development of the varsity, BHU has launched a new alumni portal, which can be accessed through the link:

www.alumni.bhu.ac.in

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Initiatives under IoE Scheme

Banaras Hindu University proudly holds the coveted distinction of being an Institution of Eminence (IoE), a prestigious honour conferred by the Government of India. This status grants the university a significant level of autonomy to design and implement strategies aimed at attaining academic brilliance. Upholding the University's mission, which emphasizes the pursuit of excellence in teaching and research to instil holistic values of development and sustainability, various proactive measures have been implemented under the Institution of Eminence (IoE) scheme.

The University's efforts and resources were directed towards consolidation and optimisation of its functioning by taking measures that cultivate a vibrant and enriched educational environment, and nurture platform that supports the growth of both teachers and students. Recognizing the pivotal role of teachers as the foundation of any academic institution, it becomes imperative to establish a robust system of supportive incentives, grants, and research resources for both faculty members and aspiring scholars. Throughout the year, University's priority remained on enhancing the teaching-learning experience of our students during their tenure, shaping them into well-rounded individuals. Initiatives encompass a wide spectrum, targeting various facets of educational enhancement. From bolstering research initiatives and facilitating international exposure to empowering students with scholarships, promoting interdisciplinary studies, and nurturing leadership and life skills, BHU is dedicated to creating an ecosystem conducive to comprehensive academic progress.

The ongoing focus on promoting a culture of support and empowerment emphasizes the University's commitment to achieving excellence across its educational and research domains. The initiatives seeded now will grow and develop, and certainly create a livelier and more impactful academic and research environment, in the times to come, positioning the institution at the forefront of educational advancement and scholarly contributions. Notable initiatives outlined under the IoE scheme during this session include:

Seed Grant to Newly Appointed Faculty Members

The University has initiated the 'Seed Grant Scheme' to offer initial financial support (ranging from Rs.

5.00 – 20.00 lakh over a period of 3 years) to newly appointed faculty members at the level of Assistant Professors. The scheme enables the newly appointed faculty members to swiftly establish essential research facilities upon their joining the University, facilitating the advancement of their academic efforts. Once these foundational facilities are in place, it is expected that these faculty members will proactively seek funding by drafting grant proposals for agencies like UGC, DST, DBT, MHRD, DAE, etc. The anticipated high-quality academic output from these faculty members should not only draw foreign students to BHU but also foster collaborations with top-ranking global universities. In the year 2022-23, 120 faculty members benefited from this scheme, raising the total beneficiaries to 352, with the University allocating over Rs. 11 crores towards this initiative.

Incentive Grant to Senior Faculty Members

The University has launched an additional program named the 'Incentive Grant,' targeting senior faculty actively enhancing the University's research productivity. Based on merit, senior faculty members receive financial support ranging from Rs. 10.00 lakhs to 30.00 lakhs, aligning with their specific needs. In the fiscal year 2022-23, 10 senior faculty members availed themselves of this opportunity, elevating the total beneficiaries to 264. The University allocated over Rs. 7.5 crores toward this scheme, reinforcing its commitment to supporting and rewarding the research contributions of its senior faculty.

Support for Organising Academic Events

Financial support is being provided to the faculty members for organizing conference/ workshops/ seminars. The scheme was allocated an amount of Rs.1.5 crores during the financial year 2022-23. In the first year of inception of this scheme, 59 events have been funded with a gross financial support of about Rs.85 lakh.

Research Quality Incentives: Encouraging Publication and Equipment Use

During the year 2022-23, the University initiated Credit Research Incentive program, an initiative to encourage Faculty members enhance research quality and output. To pursue their research interests, the faculty members receive a grant of Rs. 50,000 to cover user charges for usage of sophisticated equipment installed in different facilities of BHU. To extend this grant into the second year, faculty

members must have at least two publications in Q1 and Q2 journals annually. During the year 2022-23, 100 faculty members benefitted from this scheme with a gross expenditure of about Rs. 7 lakh.

Financial Support for Professional Needs

In the reported year, the University initiated a scheme offering a one-time Professional Development Fund (PDF) of Rs.1.20 lakh to each faculty member. This fund allows faculty members to utilize it for specific professional development purposes, such as paying membership fees for professional bodies, reimbursing travel costs linked to professional work (like presenting research at conferences or workshops), inviting academic visitors, purchasing books, devices (laptops, tablets, etc.), and covering other contingency expenses related with teaching and research. By 31st March, 2023, 264 faculty members had availed themselves of this scheme with a gross expenditure of over Rs. 2 crore.

Global Academic and Research Engagement

All the regular faculty members of the University are being provided partial financial support up to Rs. 50,000/- (for SAARC and ASEAN countries) and up to Rs. 1,00,000/- (for all other countries) for international travel to participate in conferences, workshops, short-training programs and academic meeting held overseas. During the financial year 2022-23, 37 faculty members benefitted from the scheme involving a gross expenditure of about Rs. 31 lakh.

The University also believes that International exposure is pivotal for Ph.D. scholars, as it offers avenues for cross-cultural learning, global networking, and enriches research experiences. To facilitate this essential aspect, the University has introduced the “International Travel Support” initiative for post-doctoral fellows and Ph.D. research scholars. This program extends partial financial assistance to postdoctoral fellows and Ph.D. scholars for their International travel needs for participation in conferences. Upto 31st March 2023, 31 postdoctoral fellows and Ph.D. scholars benefitted under the scheme involving a gross expenditure of over Rs. 14 lakh.

Reinforcing the Academic Trajectory of PhD Scholars

To equip our Ph.D. students for an exceptional academic trajectory, the research scholars are

engaged in the university’s teaching activities through the ‘Teach for BHU Fellowships (TBF)’ scheme. Participants in the TBF scheme are granted a fellowship of Rs. 40,000 per month along with an additional Rs. 6,000 as House Rent Allowance (HRA) throughout the 12-month duration of their engagement. In its year of inception, that is 2022-23, 47 eligible research scholars were granted TBF under the scheme involving an expenditure of over Rs.1 crore.

Incentivizing Excellence

To encourage high-quality research among Ph.D. scholars holding the BHU (Non-NET) UGC Fellowship, an incentive scheme has been introduced. Scholars showcasing exemplary research performance, evident through publications in Q1 or Q2 journals listed in SCOPUS/Web of Science, receive a supplemental amount of Rs. 7000/- per month in addition to their existing fellowship for the subsequent 12 months. This extension can continue for up to 5 years, contingent upon the scholar’s consistent outstanding performance in each successive year. During the year of inception of the scheme, 72 eligible Ph.D. scholars benefitted involving an expenditure of nearly Rs.60 lacs.

Empowering Students: Student Wellbeing, Leadership and Life Skills Development Scheme

It is crucial to equip students with more than just academic knowledge; nurturing their life skills and leadership abilities is equally vital. The “Scheme for Student Wellbeing, Leadership and Life Skills Development of Students” aims to do just that. Recognizing the significance of these skills in shaping well-rounded individuals, substantial financial support has been allocated to the various Faculties within the University. This funding is specifically designated to organize an array of activities and programs aimed at enhancing students’ leadership capabilities, refining their life skills, and promoting overall well-being. The initiative seeks to empower students with the necessary tools to excel not just academically, but also in their personal and professional lives. In the financial year 2022-23, the scheme was initially launched in three Faculties and the Mahila Mahavidyalaya, starting with an allocation of Rs. 2 crores.

Enhancing Employability

The University has introduced the ‘Dr. Sarvepalli

Radhakrishnan Internship’ for postgraduate passouts in various disciplines such as Library Science / Computer Science, Education, Physical Education, Visual Arts, and Performing Arts. This initiative aims to offer professional exposure and enhance employability. Interns are placed in relevant domains within the University and receive a stipend of Rs. 20,000 per month. During the year 2022-23, 76 SRK interns were inducted for their internship tenure, with Rs. 40 lakh as value of gross expenditure booked under the scheme. As success of the scheme is visible, it is likely to be enlarged during the coming year.

Internationalisation of Campus

The internationalization of universities presents an invaluable opportunity to elevate the teaching-learning environment and profoundly benefit both faculty members and students. It serves as a gateway to a more enriched and diverse educational experience for students. Exposure to international perspectives, cultures, and academic approaches fosters a dynamic learning environment that goes beyond textbooks. Interacting with students from different parts of the world broadens their worldview, encourages critical thinking, and promotes cross-cultural understanding. This exposure not only enhances academic learning but also cultivates valuable life skills such as adaptability, empathy, and communication. It prepares students to thrive in a globalized world, equipping them with a deeper understanding of diverse perspectives and a competitive edge in the increasingly interconnected global landscape. With a view to attract more and more international students, following schemes have been instituted:

Malaviya Postdoctoral Fellowship

The Malaviya Postdoctoral Fellowship caters to Foreign Nationals, PIOs, and OCIs across Sciences, Social Sciences, Humanities, and professional disciplines. With a total of 100 positions available, the fellowship spans a duration of 3 years, extendable by another 2 years subject to a favorable evaluation by the relevant review committee. Eligible candidates hold a Ph.D. from the top 500 Institutions (THE or QS ranking) with an outstanding academic track record or possess three years of postdoctoral experience from the same top-ranked institutions. Additional eligibility condition for consideration under the scheme include, proven demonstration of independent research prowess and publications in

high-impact journals. Recipients receive a monthly fellowship of Rs. 1.00 lakh (approximately \$1500 per month) and are entitled to an annual research grant of Rs. 3.00 lakh. During the year 2022-23, 17 new Malaviya PDFs were appointed raising the total expenditure under the scheme to Rs. 2.5 crores.

International Student Scholarships

The university has introduced a scholarship program aimed at attracting more international students. This initiative ensures that all international students receive a monthly scholarship of Rs. 6,000 as part of the scheme. About Rs.35 lakh was spent on this initiative during the year.

Other Student-Centric Initiatives

Students represent the invaluable assets of any academic institution, and the university prioritizes their growth through a spectrum of student-centric activities held year-round. Some of the activities are highlighted below:

- Structures have been put in place to prioritize students’ mental health and stress management. The University has a Counseling Cell managed by educators from the Psychology and Psychiatry Department, offering counseling services. Trained students also extend counseling support to their fellow peers. Additionally, a dedicated Mental Health Well Being Committee, comprising nine qualified members, concentrates on addressing students’ mental health needs. The committee’s purpose and operations have been communicated to students, and their helpline numbers and contact information have been widely circulated for easy access when required.
- The University has a robust system of providing career guidance and placement support. The University’s Career Development Centre, aims to enhance students’ overall career prospects and personality growth. It provides educational opportunities and resources to foster career-oriented mindsets, guiding students in exploring, planning, and preparing for their careers. Through assessments, technology, educational activities, professional development, and counselling, the Centre helps students align their academic and career goals. Its activities include-providing details on professional development courses, higher studies in India and abroad, assisting students in discovering strengths and

planning for their future, interpreting career and psychometric assessments, identifying values and interests, setting goals, and suggesting individual action plans, providing group and personal counselling, conduct career counselling sessions across disciplines, organizing workshops, training students for their careers, competitive exams, higher studies, and improving overall employability, covering behavioural skills, English grammar, communication, personality development, and mock interviews, group discussions, and resume preparation. In addition, the University Employment Information and Guidance Bureau holds the distinction of being one of the country's pioneering bureaus. The primary objective of this bureau is to disseminate crucial information to students, faculty members, job seekers, and others regarding higher education, financial aid, job prospects, and self-employment opportunities within India and overseas. The bureau's main activities include vocational guidance, career counseling, registration and placement in the National Career Services, research in career studies and occupations, facilitating both employment and self-employment, vocational guidance for individuals and groups, and conducting campus recruitment drives. During the year, nearly 500 final year students got placed in different organizations visiting the campus.

- Under the aegis of Guidance and Counselling Cell, efforts to promote gender sensitivity and eradicate ragging from the campus have been intensified, especially in supporting female students. This initiative involves active participation from mentors and other members of the Anti-Ragging Squad.
- Gita Discourses, a distinctive offering at Banaras Hindu University for both teachers and students, continue under the guidance of the Gita Samiti. This fosters a lively environment for philosophical and spiritual discussions based on our scriptures.

Sports achievements

The 2022-23 session was exceptional in organizing diverse sports events on campus and securing numerous accolades. Throughout the session, a series of sports activities were conducted, including training camps, championships, and tournaments

across different games like hockey, basketball, wrestling, karate, and more. The BHU teams actively participated and excelled in various Inter-University tournaments, securing notable positions in East Zone competitions and All India/Inter Zonal event. The remarkable achievements of the University Sports Board during 2022-23 included multiple medals and positions in diverse categories such as hockey, wrestling, karate, wushu, volleyball, powerlifting, boxing, aquatics, and more (details outlined in Chapters 7.4.5). Notably, BHU teams showcased impressive performances in the Khelo India Games, securing medals and reaching the finals in wrestling, karate, and athletics championships held in Bangalore.

Promoting Innovation and Start-up Growth

Atal Incubation Centre, one of the flagship projects of Atal Innovation Mission under the aegis of NITI Aayog, Government of India is housed in Central Discovery Centre (CDC). The Atal Incubation Centre nurtures innovative start-up businesses in their pursuit to become scalable and sustainable enterprises. The Atal Incubation Centre, a prominent initiative by the Atal Innovation Mission under the guidance of NITI Aayog, Government of India, fosters and supports inventive startups aiming for scalability and long-term sustainability. Its core objective is to facilitate the transformation of innovative concepts into viable ventures, providing necessary backing and access to a competitive landscape. Through multidisciplinary exposure, the Centre aims to not only bring these ideas to fruition but also aid in job generation and the future expansion of these enterprises. Presently, 69 ventures have commenced operations within Atal Incubation Centre.

Additionally, the CDC also houses BIONEST, a Bio-incubation facility backed by BIRAC. Its primary aim is to nurture biotechnology firms and encourage the emergence of startups within the bio-industry sector. Presently, two ventures have commenced operations within BioNEST-BHU.

Strengthening Infrastructure

- The University established the 'Central Discovery Centre (CDC)' to bolster advanced scientific research endeavours. This centre is furnished with cutting-edge equipment and facilities catering to both basic and applied sciences, aimed at enhancing the University's forefront research. It serves as a collaborative

platform fostering the creation and application of new technologies. It also offers high-quality analytical services, catering to the needs of the Indian industry, thereby reducing dependence on overseas institutions for such expertise. During the year under report, 30 advanced equipment valued at Rs. 80 crores were installed in the CDC.

- As a strategic effort to fortify the University's healthcare infrastructure, the Institute of Medical Sciences and its attached Sir Sunderlal Hospital are undergoing renovation through the 'Kayakalp' project. The activities under the project aligns with the transformation of IMS-BHU into an institution like AIIMS. The initiatives encompassed within Kayakalp are aimed at enhancing the healthcare amenities offered by the hospital. Renovation, modernization, and equipping of various sections such as OPDs, OTs, wards, ICUs, and Clinical Investigation labs with state-of-the-art medical equipment and facilities are currently underway.
- An investment of Rs. 12 crores has been made to convert 125 conventional classrooms to smart classrooms. Modernization of other existing classrooms and laboratories through updated equipment has also been done.
- The university's contributions extend to the construction of additional 150 rooms within the International Boys Hostel, creating a total capacity of 600 rooms.
- The university has introduced common sports facilities within hostels, promoting holistic student development through sports activities. Additionally, a new Swimming Pool has been built on the campus to further enrich student participation in sports.

Administrative Reforms

- Embarking on an ambitious endeavor, the University is working diligently towards making the administration more responsive towards the faculty members and the students. The university's administrative setup and processes are being revamped.
- As a part of the initiative, a specialized unit called the 'Sponsored Research and Industrial Consultancy Cell' has been set up to support faculty's research initiatives. This unit serves as a centralized hub, managing administrative. It

financial tasks associated with externally funded projects and consultancy assignments and coordinates with funding agencies to foster and nurture research and innovation endeavours.

- An Administrative Reforms Committee, comprising seasoned academic-administrators of the country, has been constituted to extensively study the existing processes and procedures and make recommendations on the administrative reforms needed.

Legacy Celebrations: University's Annual Milestones

The university marked its 107th Foundation Day with vibrant celebrations on Basant Panchami, featuring a tableau procession that delved into socio-cultural and contemporary themes. This procession notably spotlighted the university's illustrious history and achievements. These celebrations resumed after a three-year pause due to the COVID-19 pandemic. Alongside this significant event, the university celebrated Independence Day, Republic Day, Teachers' Day, Gandhi Jayanti, Shri Krishna Janmashtami, and the Jayanti of our revered founder Mahamana. Enriching the university's tradition, the Gita-Discourses, a cornerstone for nurturing philosophical and spiritual thinking among students and teachers, continued this year under the aegis of Gita Samiti.

Alumni Engagement

BHU boasts a vast global network of alumni, each contributing significantly in their professional domains and to the university's legacy. In 2022, the Alumni Cell was transformed into the 'Alumni Relations Office,' aiming to effectively engage alumni by fostering communication, feedback, and collaboration. This office serves as a central hub, enabling alumni to reconnect with their alma mater and each other. Within its inaugural year, the Alumni Relations Office launched an exclusive alumni portal (alumni.bhu.ac.in), offering access to 24 professional networks, showcasing alumni achievements, and highlighting university events. It hosts "Alumni Connect" sessions, inviting graduates to share their BHU experiences. It successfully integrated 13 National and 3 International Chapters, forming new chapters in Bangladesh, Bhutan, Nepal, Thailand, Mauritius, and Sri Lanka. Presently, over 38,000 alumni from 60 countries are registered on the portal, uniting the BHU community worldwide.

Annual Fund-Raising Campaign: Pratidan - Mahamana Annual Fund

- On the occasion of the 106th Foundation Day of the University, the “Pratidan - Mahamana Annual Fund” emerged as a significant initiative. It served as a tribute to the visionary founder and the enduring tradition of seeking philanthropic support. Moreover, it provided a means to reconnect with the extensive network of BHU alumni spanning the globe. The concept

behind Pratidan was to raise funds aimed at supporting deserving students, offering financial assistance based on need, amplifying learning opportunities, fostering excellence in teaching, driving impactful research, and facilitating a spectrum of co-curricular and extra-curricular activities for learners. In the academic session of 2022-23, a total fund of Rs. 2.71 crore was successfully raised through the Pratidan initiative.

6.1.3. MAJOR PROJECTS UNDERTAKEN

During the academic session 2022-23, 137 new research projects with total grants exceeding Rs. 2131.87 lacs were sanctioned. Simultaneously, 637 ongoing projects (total grants more than Rs. 20842.22 lakhs) continued and made progress. Several major funding agencies of the country have provided support to BHU for research work as per details given in Annexure 2.

6.1.4. CONFERENCE / SEMINARS / WORKSHOPS ORGANISED

In order to provide faculty members and students forum to share their knowledge, experiences and research findings in various subject areas and to facilitate in academic interactions, many Departments / Centres/ Faculties organized several academic meets during the Academic Session 2022-23. In total 437 Conferences were organized at BHU during the session 2022-23, which were well attended by the outstation participants. The details of conferences / seminars / workshops / organised in the university is given in Annexure 3.

6.1.5. PARTICIPATION IN ACADEMIC EVENTS

The faculty members of BHU have actively participated in Symposia/ Seminars / Workshops / Conferences, etc held in India and abroad. During 2022-23, there were a total of 249 deputations of teachers who attended various conferences in India

and abroad. Deputations abroad included several countries, viz. the U.S.A., Canada, South Africa, China, the U.K., Japan, Bhutan, Australia and Germany etc. The details of participation of faculty members in conferences / seminars / workshops / organised in India and abroad are given in Annexure 4.

6.1.6. PATENTS FILED / GRANTED

The faculty members of the university have filed 18 patents (16 national and 2 international) during the academic session 2022-23, out of which 4 have been granted. The details of the patents filed and granted are given in Annexure 5.

6.1.7. AWARDS AND RECOGNITIONS

Academic contributions of faculty members of the university have been recognized both nationally and internationally. Several teachers have been elected as Fellows of reputed Academies (i.e. Indian Academy of Sciences, National Academy of Sciences, and National Academy of Medical Sciences). Fellowship and Associateship were awarded to several teachers to undertake advanced research abroad. Other recognitions include office-bearers of professional organizations, Chairmanship / Presidentship of Learned Bodies and Conferences, membership of National / International Committees, Editorship of Journals etc. The details of the awards, honours and recognitions bestowed to the faculty members of BHU during the academic session 2022-23 are mentioned in Annexure 6.

6.2. NON-TEACHING STAFF IN POSITION

This section gives an overview of non-teaching staff in position during the reporting period.

Group 'A' Employees

Sl.	Designation	Strength
1.	Vice-Chancellor	1
2.	Rector	1
3.	Registrar	1
4.	Finance Officer	1
5.	Controller of Examinations	1
6.	Veterinary Officer	1
7.	Training & Placement Officer	1
8.	System Programmer	2
9.	System Manager	1

10. SUMMARY OF ACCOUNTS

Banaras Hindu University (BHU) being a Central University gets substantial annual budgetary support as grant in aid from Central Government through regular budget. Presently the Maintenance expenditure as well as Development expenditure are met by grants received from U.G.C. under "OH-31 (Recurring General)", "OH-36 (Recurring General) and "OH-35 (Non-Recurring) – Capital / Infrastructure" respectively. The University's internal resources are generated by way of receipts

from students fee, income from properties, dairy and agriculture farm, hospital, Licence fee from shops, income from sale of Ayurvedic drugs etc. The annual accounts of the University for the year 2022-23 is already finalized and the same have been approved by the Finance Committee.

The details of receipt and expenditures under "Special Fund", "Development Fund", "Project Fund" and "Revenue Fund" for the year 2022-23 are given below:

Sl.	Particulars	Receipt	Payment
Special Fund			
1.	-	Rs.3,93,30,85,331	Rs.2,07,09,68,040
	Total	Rs.3,93,30,85,331	Rs.2,07,09,68,040

Development Fund			
1.	Non-Recurring	-	Rs.12,56,66,181
2.	Recurring	Rs.96,75,80,796	Rs.18,09,61,187
	Total	Rs.96,75,80,796	Rs.30,66,27,368

Project Fund			
1.	-	Rs.1,04,19,11,232	Rs.1,13,23,89,812
	Total	Rs.1,04,19,11,232	Rs.1,13,23,89,812

Revenue Fund				
1.	Grant	Rs.20,23,26,00,572	Estab.	Rs.16,17,51,87,535
	Internal Income	Rs.41,06,26,953	Non Estb.	Rs.3,96,33,26,096
	Total	Rs.20,64,32,27,525		Rs.20,13,85,13,631

Research Projects during 2022-23

Funding Agency	New Projects		Ongoing Projects	
	Number	Grants Sanctioned	Number	Grants Sanctioned
University Grants Commission		—	46	4,76,47,636
Inter University Accelerator Centre	2	6,00,000	2	6,00,000
Department of Biotechnology		—	31	23,03,83,469
Department of Science & Technology	8	1,85,30,687	50	25,85,42,248
Science and Engineering Research Board	26	9,29,22,770	141	62,04,39,757
U.P. Council of Science & Technology	7	74,04,000	18	2,10,09,173
Council of Scientific & Industrial Research		—	17	1,85,62,466
Indian Council of Medical Research	20	4,74,31,229	45	31,79,51,474
Ministry of Earth Sciences		—	5	2,62,76,274
Ministry of AYUSH		—	4	62,46,879
Indian Council of Agriculture Research	1	61,47,000	12	5,04,21,828
Indian Rice Research Institute		—	2	22,94,677
Indian National Science Academy	2	2,39,037	2	2,39,037
Department of Atomic Energy	2	15,58,050	8	1,54,54,355
Defense Research and Development Organization		—	4	1,02,33,651
Ministry of Culture		—	1	1,07,00,000
Indian Space Research Organization	1	36,38,000	5	98,55,000
World Health Organization		—	1	2,80,09,300
U.P. Pollution Board		—	1	10,11,603
National Academy of Sciences India		—	4	24,40,000
International Maize and Wheat Improvement Centre (CIMMYT) Collaborative Project		—	3	71,54,075
Indian Council of Social Science Research	5	31,68,552	9	7,94,745
UNESCO		—	1	4,15,800
Ministry of Education		—	1	49,94,000
Ministry of Water Management		—	1	60,01,832
Ministry of Coal	1	3,39,358	1	3,39,358
MPMMCC	1	1,00,000	1	10,00,000
ICHR		—	3	1,98,125
NCBS	1	70,000	1	70,000
Special Fund		—	1	30,00,000
AIDS Control Society	1	25,380	1	25,380
BIHAR Pollution Board		—	1	4,97,191
AIIMS		—	1	7,59,591
CCRAS	1	10,87,856	1	40,000
BRUNEL University	1	1,01.697	1	1,07,707
Indian Health Advocacy Trust		—	2	10,28,797
Krishi Vigyan Kendra		—	1	6,76,769
Ministry of Ayurveda		—	3	33,92,272

Natural Resource Management		—	1	62,204
Ministry of Mines	1	1,05,000	2	3,35,430
ONGC	1	5,10,629	2	6,32,985
National Health Mission		—	1	12,000
OSCAIL		—	1	59,109
Rashtriya Krishi Vigyan Yojana		—	1	20,00,00,000
U.P. Government Fund	1	34,320	1	34,320
Oxford University		—	1	5,00,000
Other Government Agency	3	49,50,000	4	84,71,000
Foreign Agency	7	73,76,799	10	1,14,04,073
Conornmondal Pvt. Ltd.		—	2	13,73,869
Packard Enterprise Indian Pvt. Ltd.		—	1	14,65,046
UKPCB		—	1	30,74,810
TIFAC	1	4,25,972	1	4,25,972
Sankaracharya Trust		—	1	2,18,861
IAAM		—	1	7,75,943
Private Funding Agencies	43	1,65,21,974	171	9,41,03,361
BMGF, USA		—	1	3,19,12,595
Ministry of Electronics		—	1	1,98,44,327
National Commission for Women		—	1	7,02,174
TOTAL	137	21,31,86,613	637	2,08,42,22,548

Details of Conferences / Seminars attended by the Faculty Members of the University

Sl. No.	Name of Dept./ Centre/ School	Name of the Faculty Member	Title of Conference/ Seminar/ Symposia etc.	Period of Deputation (dates)
Faculty of Agriculture				
1	Agronomy	Prof. Ramesh. K. Singh	8 th International Weed Science Congress at Bangkok	4-9 December, 2022
2		Prof. U.P. Singh	8 th International Weed Science Congress scheduled on 4-9 December, 2022 at Bangkok, Thailand	2-11 December, 2022
3			3 rd International Weed Congress scheduled on 20-23 December, 2022 at Anand, Gujarat	19-25 December, 2022
4			Biennial Workshop of All India Coordinated Research Project on IFS scheduled on 18-21 January, 2023 at Mahatma Phule Krishi Vidyapeeth (Agricultural University), Rahuri, Maharashtra	17-22 January, 2023
5			ICAR sponsored Winter School on 'Integrated Farming System and Crop Diversification: An Approach towards Doubling Farmer's Income' in Division of Agronomy, ICAR-IARI, New Delhi	26 February – 1 March, 2023
8		Prof. Ram Kumar Singh	National seminar on Indigenous Cow, Agriculture and holistic Health, Department of Kayachikitsa, Faculty of Ayurveda, IMS, BHU, Varanasi	5-7 August, 2022
9			Recent advances in food and bioprocessing technology, Department of Dairy Science and food technology, IAS, BHU, Varanasi	28 October to 17 November, 2022
10			International Conference on Contemporary Multidisciplinary Issues in "Applied Science, Humanities, Agriculture, Animal Health & Production (ASHAA-2022)" RGSC BHU	14-15 November, 2022
12		Prof. M. K. Singh	3 rd International Weed Conference Anand, Gujarat	20-23 December, 2022
13		Prof. J.K. Singh	2 nd <i>Indian Rice Congress, Cuttack</i>	11-14 February, 2023
14		Dr. M. K. Singh	3 rd International Weed Conference Anand, Gujarat	20-23 December, 2022
15		Dr. R.S. Meena	International Conference on vegetables oils (ICVO), Telangana	17-21 January, 2023
16			National Seminar on "Future Strategies for Sustainability in Indian Agriculture and Food Security" KVK, BHU, RGSC Campus Mirzapur	5-6 February, 2023
17		Dr. Nikhil Kumar Singh	International Conference on Contemporary Multidisciplinary Issues in "Applied Science, Humanities, Agriculture, Animal Health & Production (ASHAA-2022)" RGSC BHU	14-15 November, 2022
18			3 rd International Weed Conference Anand, Gujarat	20-23 December, 2022
19		Dr. Pratik Sandiya	International Conference on Contemporary Multidisciplinary Issues in "Applied Science, Humanities, Agriculture, Animal Health & Production (ASHAA-2022)" RGSC BHU	14-15 November, 2022
20			8 th International Weed Science Congress at Bangkok	4-9 December, 2022
21			3 rd International Weed Conference Anand, Gujarat	20-23 December, 2022
22		Dr. Sudhir Kumar Rajpoot	International conference on contemporary multidisciplinary issues in applied sciences, Humanities, Agriculture, Animal health & production organized by RGSC, BHU, Mirzapur	14-15 November, 2022
23			1 st International Conference on Reimagining Rainfed Agroecosystems: Challenges and Opportunities held at ICAR-CRIDA, Hyderabad India during 22-24 December 2022.	22-24, December 2022
24	Agri-cultural Economics	Prof. Rakesh Singh	82 nd Annual conference of Indian Society of Agricultural Economics,	10-12 November, 2022
25		Dr. O.P. Singh	Capacity building on Computable General Equilibrium (CGE)	4 April – 18 May, 2022
26			Analytical Techniques Impact Evaluation Methods	25-30 April, 2022
27		Dr. P.K. Singh	National Seminar on Role of Agril. Engineering & Statistics for Sustainable Natural Resource Management, IAS, BHU	11-12 December, 2022
28			International Extension Education Conference on Innovative Application in Agril Extension for sustainable food & environmental security, IAS, BHU	27-30 January, 2023
29		Dr. Anoop. M	CAFT Training at ICAR-IARI, New Delhi	2-22 November, 2022

30	Dairy Science & Food Technology	Prof. Anil Kumar Chauhan	Leadership for Academicians Program (LEAP-2020) in New Delhi	11-18 June, 2022
31			ICAR sponsored 21 days CAFT for Recent Advances in Food and Bioprocessing Technology	16 November, 2022
32			Ganpat University	4 January, 2023
33			Technical Business Incubator (TBI)-IIT BHU on Value addition of Foods, Food Safety, and Quality Management	24 January, 2023
34		Prof. D.C. Rai	Regional Soya Food Workshop	22-23 November, 2022
35		Prof. Raj Kumar Duary	National seminar on "Advanced Practices in Dairy Industry and Research" under ICAR – World Bank funded NAHEP - Innovation Grant (IG) Project at the Faculty of Dairy Technology, WBUAFS, Mohanpur Campus, Nadia	23 December, 2022
36		Dr. Arvind	Organized by Patanjali Research Institute, Haridwar	1-4 August, 2022
37			National Seminar on Indigenous cow, Agriculture and Holistic Health organized by Department of Kayachikitsa, BHU	5-7 August, 2022
38			Training program organized by Krishi Utpadhan Mandi Samiti for FPO/FPC/producer and exporter	26 August, 2022
39			International conference organized by Patanjali Research Institute.	13-15 December, 2022
40		Dr. Abhishek Dutt Tripathi	International Conference on Sustainable Agriculture and Biotechnology, Mahnatama Gandhi Gramodaya Vishwavidyalaya, Chitrakoot	25-27 february, 2023
41			Lecture series of Lady Irwin College, Delhi University, New Delhi	22 June, 2022
42		Dr. Chhaya Goyal	6th-Faculty Induction Programme organized by HRDC, BHU	16 July -12 August, 2022
43			"National Seminar, AIKYAM-2022, Leave no one behind" organized by Department of Dairy Science and Food Technology, BHU, Varanasi on the occasion of World Food Day	15-16 October, 2022
44			National Seminar on the occasion of National Milk Day- 2022, "Innovations and Advances in Valorisation of Functional Dairy Products" organized by Department of Dairy Science and Food Technology, BHU, Varanasi	25-26 November, 2022
45			International Conference on Exploring New Horizons in Biotechnology, Organized by School of Biotechnology, BHU, UP, Varanasi	10-12 February, 2023
46		Dr. Sunil Meena	Oral Presentation presented in "International Conference on Advances in Agriculture and Food System towards Sustainable Development Goals (AAFS-2022):" Jointly organized by UAS, Bangalore, AIASA, New Delhi and ICAR, New Delhi.	22-24 August, 2022
47			National Seminar on Innovations & Advances in Valorisation of Functional Dairy Products organized by Department of Dairy Science and Food Technology, Institute of Agricultural Sciences, Banaras Hindu University, Varanasi	25-26 November, 2022
48			AIKYAM - 2022, Department of Dairy Science and Food Technology, Institute of Agricultural Sciences, Banaras Hindu University, Varanasi (India)	15-16 October, 2022
49			7th Ideal Village Conference on 'Rural Transformation for Sustainable Growth' organized by Institute of Management Studies, Banaras Hindu University	11-13 November, 2022
50			Attended Two-day National Workshop on 'Bifidobacterial Probiotics: Supplementation through Fermentation Foods' sponsored by the Probiotic Association of India and organized by CSIR -Central Food Technological Research Institute, Mysore.	24-25 March, 2022
51			Participated in National Workshop on 'Future Scopes in Dairy Microbiology' organized on 04th June 2022 by Department of Dairy Science, Kamdhenu University, Anand (Gujarat).	4 June, 2022
52			Participated in 12th India Probiotic Symposium on " Good Microbiome, Probiotics and Good Health - The Evidence Gets Stronger " organized by Gut Microbiota and Probiotic Science Foundation	5-6 March, 2022
53			Attended Online Elementary 5 days Faculty Development Programme (FDP) on EDP on fostering Start-up, Innovations and Entrepreneurship/Intrapreneurship" at Andhra University through AICTE Training and Learning (ATAL) Academy	14-18 February, 2022
54	Entomology & Agricultural Zoology	Prof. S.V.S. Raju	IEEC on Innovation Application in Agricultural Extension for Sustainable Food & Environment Security, BHU	27 – 29 January, 2023
55		Prof. M. Raghu- raman	National conference on Emerging trends in insect science Effect of pest management, Layola College, Chennai	7 April, 2022
56		Dr. Ram Keval	25 th Agricultural Scientists & Farmers Congress on Interdisciplinary Approaches for Swawlambi, Swabhimani and Aatma Nirbhar Bharat at BRIAT, Mohrab, Shringverpur Dham, Prayagraj (U.P.).	19-21 February, 2023
57			Annual Group Meet of AICRP Pigeonpea for Long Duration Pigeonpea scheduled on 10 June, 2022 at ICAR-IIPR, Kanpur	10 June, 2022
58			Annual Kharif Pulses Group Meet of AICRP on MULLARP and Pigeonpea and AINP on Arid legumes organized during 10-11 May, 2022 at CSKHPKV, Palampur (H.P.)	10 May, 2022
59			Vindhya Gurukul College, Gosaipur, Chunar, Mirzapur (U.P.)	16 September, 2022
60		Dr. Srinivasa N.	6th International conference on Current Issues in Agricultural, Biological and applied sciences for sustainable development held at Kalimpong, West Bengal	11-13 June, 2022

62	Farm Engineering	Prof. R.M. Singh	56 th Annual Convention of Indian Society of Agricultural Engineers on Agricultural Engineering Innovation for Global Food Security and International Symposium on India 2047: Agricultural Engineering Perspective scheduled to be held during Nov 09-11, 2022 at Tamil Nadu Agricultural University Coimbatore	8-12 November, 2022
63		Dr. Abhishek Singh	International Conference on Statistics, Probability, Data Science and Related Areas, organized jointly by Department of Statistics, Cochin University of Science and Technology & Indian Society for Probability and Statistics.	3-6 January, 2023
64		Dr. Shrinivasa D.J.	A training program at NAARM	19-24 September, 2022
65	Genetics and Plant Breeding	Prof. A. Vaishampayan, Emeritus Professor	Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya, Gwalior	4 May, 2022
66			Amity University, Noida	6 June, 2022
67			National Academy of Agricultural Sciences, Pusa, New Delhi	23 June, 2022
68			National Academy of Agricultural Sciences, Pusa, New Delhi.	1 July, 2022
69			Prisal Society of Phramocology & Plant Biology, Indore University, Indore.	27 August, 2022
70			Kannauj Medical College, under the banner of Pre-Uttar Pradesh Global Investor Summit-2023.	6 February, 2023
71			Kanpur University, Kanpur, under the banner of Pre-Uttar Pradesh Global Investor Summit-2023	7 February, 2023
72			Hamirpur Post-Graduate College, Kanpur, under the banner of Pre-Uttar Pradesh Global Investor Summit-2023.	8 February, 2023
73		Prof. S.K. Singh	IRRI NARES Coordinators' South Asia Meet at Kathmandu, Nepal	9 December, 2022
74			Annual review and planning meeting of DBT-Haplo NILs Project	17-18 November, 2022
75			Annual review meeting of DBT-Haplo NILs Project	21-23 May, 2022
76			One day workshop on Speed Breeding in Rice	4 July, 2022
77			Annual review and planning meeting of AGGRI alliance Project of IRRI, Philippine	12-13 May, 2022
78			Annual Group meeting of AICRIP-Rice	25-28 April, 2022
79			IRRI Philippines Coordinators meeting	1 July, 2022
80		Dr. A.K. Singh	Annual Group Meet on Kharif Pulses-2022" at CSK HPKV, Palampur, Himanchal Pradesh	10-11 May, 2022
81			Annual Rabi Pulses Group Meet of All India Coordinated Research Project on Chickpea & MULLaRP, held at Indira Gandhi Krishi Vishwavidyalaya, Raipur, Chhattisgarh	17-18 August, 2022
83	Mycology & Plant Pathology	Prof. S.S. Vaish	National symposium on Recent trends in Phytopathology to address emerging challenges for achieving food security	21-22 February, 2022
84			National e-Conference on "Biotic Stress Management Strategies for achieving Sustainable Crop Production and Climate Change"	19-21 May, 2022.
85			29 th AICRP-RM Annual Group Meeting of AICRP on Rapeseed Mustard, Rajasthan Agricultural Research Institute (RARI), Durgapura.	1-3 August, 2022.
86			61st All India Wheat and Barley Research Workers' Meet Rajmata Vijayaraje Scindia Krishi, Vishwa Vidyalaya, Gwalior, Madhya Pradesh	29-31 August, 2022
87		Prof. B.K. Sarma	National Symposium "Multidisciplinary approaches for plant health management" jointly organized by GB Pant University of Agriculture and Technology, Pantnagar and Indian Society of Plant Pathologists (INSOPP) at Pantnagar	4-5 November, 2022
88			International Conference on Biotechnology, Sustainable Bioresources and Bioeconomy (BSB2-2022)" organized jointly by IIT-Guwahati and Biotech Research Society, India at Guwahati	7-10 December, 2022
89			National Symposium "Climate change and plant disease" jointly organized by Dr. Rajendra Prasad Central Agricultural University, Samastipur and Indian Phytopathological Society at Samastipur	23-24 January, 2023
90			SERB, New Delhi sponsored National Symposium "Microbiome in climate change and food security" organized by AMITY University, Noida	9-10 February, 2023
91		Dr. R.K. Singh	57th Annual Rice Research Group Meeting	25-27 April, 2022
92		Dr. Satyendra Pratap Singh	International Conference on "Emerging Trends in Plant & Environment Sciences" held at Department of Botany, University of Rajasthan, Jaipur- (Rajasthan), India,	2-4 February, 2023
93			National seminar on role of agricultural engineering and statistics for sustainable natural resource management at Institute of agricultural sciences, Banaras Hindu University, Varanasi, India	11-12 December, 2022
94		Dr. Ankita Sarkar	National Symposium on Multidisciplinary approaches for plant health management organized by Indian Society of Plant Pathologists, Punjab Agricultural University, Ludhiana, Punjab	4-5 November, 2022
95			National Conference on Fungal Diversity for Sustainable Future and 49 th Annual Meeting of Mycological Society of India	28-30 November, 2022
96			8 th International conference, Plant Pathology Retrospects and Prospects	23-26 March, 2022
97	Plant Physiology	Dr. Md. Afjal Ahmad	International conference on Innovations to transform drylands at ICRISAT, Hyderabad	21-23 February, 2023

98	Soil Science & Agri-cultural Chemistry	Prof. Surendra Singh	22 nd World Congress of Soil Science	31 July-5 August, 2022
99		Prof. P. Raha	National Seminar on Recent Developments in Nutrient Management Strategies for Sustainable Agriculture: The Indian Context	18-19 June, 2022
100			Soil Health Monitoring & MicroBiometer Industry. Academia Workshop	17 August, 2022
101			10 th Annual Convection and National Webinar on "Next-generation Management of Agrochemicals for achieving sustainable development goals' Society for Fertilizers and Environment	24-25 March, 2023
102		Prof. P.K. Sharma	2 nd Indian Rice –Conference 2023	11-14 Feb 2022
103			The World Congress of Soil Science 2022, Glasgow	31 July – 5 August, 2022
104			7 th Ideal Village Conference On Rural Transformation For Sustainable Growth	11-13 November, 2022
105			AIKYAM 2022 at DSFT, IAS, BHU	15-16 October, 2022
106			International Conference on Existing Climate Change and Its Arising Risks at SKUAST, JAMMU	21 October, 2022
107			Annual Co Operators Conference at ICAR CRIDA, Hyderabad during	17-18 October, 2022
108			National webinar on Sustainable Interventions Towards Resource Conservation and Natural Farming	23 April, 2022
109		Dr. A. Rakshit	BAU Sabour at IPRAOC-2022	8 April, 2022
110			BAU, Sabour, Bihar	18-19 June, 2022
111			Training programme on "Protocols of Soil Testing and Nutritional Recommendation for Agricultural Crops" organized by Banaras Hindu University	23 April, 2022
112			Better Life Farming's international meet at Mirzapur	20 May, 2022
113			Amity University, Noida	22 June, 2022
114			Global Research, Education and Event Network hosted by Avicenna International College, Budapest, Hungary	26 June, 2022
115			SYAH, USA	6 July, 2022
116			Interactive meet of progressive farmers and entrepreneurs of Iambazar Block, Birbhum District Government of West Bengal	9 July, 2022
117			Bayer Crop Science Limited and IRRI-SARC (South Asia Regional Center)	25-26 July, 2022
118			Industry-Academia Workshop on Soil Health and Its Improvement Through Novel Agro-nomic and Innovative Approaches	17 August, 2022
119			International conference on Advances in Agriculture and Food System towards Sustainable Development Goals at University of Agricultural Sciences, Bangalore, India at University of Agricultural Sciences, Bangalore, India	22-24 August, 2022
120			Training meeting for BLF agronomist on science of agronomy and implementing well-researched agronomic practices organized by SSAC department, IAgSc, BHU	15 September, 2022
121			Stewardship Training Programme organized by SSAC department, I. Ag. Sciences, BHU	18 October, 2022
122			Stewardship Training Programme organized by SSAC department, I. Ag. Sciences, BHU	16 November, 2022
123			Department of MABM Section, Agricultural Economics, Institute of Agricultural Science, BHU	23 November, 2022
124			DST-SERB under Accelerate Vigyan	25 November, 2022
125			Pantnagar Chapter of ISSS would like to invite you to deliver an online lecture on the occasion of "World Soil Day"	5 December, 2022
126			National Seminar on the Role of Agricultural Engineering and Statistics for Sustainable Natural Resource Management and Department Alumni Meet	11-12 December, 2022
127			Department of Extension Education, Institute of Agricultural Sciences, Banaras Hindu University, Varanasi	27-30 January, 2023
128			SERB Sponsored Two Days Symposia on MICROBIOME IN CLIMATE CHANGE & FOOD SECURITY	9 February, 2023
129		Dr. Y.V. Singh	Organized by gramin kisan vikas (GKV) society Agra India 280 002	18-20 th May, 2022
130		Dr. R. Meena	National seminar on "Role of Agricultural Engineering and Statistics for Sustainable Natural Resource management	11-12 December, 2022

131	KVK, Bark- achcha	Dr. J.P. Rai	Training of Master Trainers on Bhartiya Prakritik Krishi Paddhati (BPKP), organized by State Institute of Management in Agriculture (SIMA), Rahmankheda, Hardoi Road, Lucknow	30-31 May, 2022
132			Workshop on Natural Farming organized by Indira Gandhi Pratishthan (Jupiter Hall), Gomati Nagar, Lucknow	24 September, 2022
133			Board of Studies Meeting of Plant Pathology, Faculty of Agriculture, UP Autonomous College (Kashi Vidyapeeth), Varanasi	26 September, 2022
134			Workshop on "Challenges and Opportunities in Natural Farming" organized by Deendayal Research Institute Arogyadham, Chitrakoot Dist. Satana-485334 (M.P.)	9-12 October, 2022
135			National Workshop on natural farming, organized by Rajmata Vijayaraje Scindia Krishi Vishwa Vidyalaya (RVSKVV), Gwalior	3 December, 2022
136			National Seed Research and Training Centre (NSRTC), Varanasi	12 December, 2022
137			Orientation Training Programme on "Natural Farming" organized at Gurukul, Kurukshetra (Haryana)	15-16 December, 2022
138			30 th State level National Children's Science Congress organized by VICAS at Patanjali Rishikul, Prayagraj	24-26 December, 2022
139		Dr. S.K. Goyal	National Conference on "Promotion of Kisan Drones: Issues, Challenges and Way Forward" organized by DA&FW, Min. of A&FW, New Delhi	2 May, 2022
140			the DGCA approved Remote Pilot Course for Drone pilot at Indira Gandhi Rashtriya Udaan Academy (IGRUA) - Drone Destination, Gurugram Base (Haryana)	5-9 November, 2022
141			National Seminar on "Role of Agricultural Engineering and Statistics for Sustainable Natural Resource Management	11-12 December, 2022
142			Online Workshop on Solar Thermal Technologies (STT-2022)	11 th May, 2022
143			National Training on "Post Harvest Management of Seeds" at NSRTC, Gol, Varanasi (U.P.)	19 th July, 2022
144			National Training on "Post Harvest Management of Seeds" at NSRTC, Gol, Varanasi (U.P.)	19 th July, 2022
145			Celebration of the International Year of Millets-2023 organized by NIT, Raurkela (Odisha)	25 th August, 2022
146			Invited Talk at IRRI SARC, Varanasi (U.P.)	25 th August, 2022
147			Training - cum- Exposure visit of 40 Progressive Farmers of Bihar at IRRI SARC, Varanasi (U.P.)	25 th August, 2022
148			Training - cum- Exposure visit of Bihar's Progressive Farmers at IRRI SARC, Varanasi (U.P.)	20 th October, 2022
149			National Training on "Seed Certification" at NSRTC, Gol, Varanasi (U.P.)	20 th October, 2022
150			National Training on "Quality Seed Production of Vegetables" at NSRTC, Gol, Varanasi (U.P.)	14 th November, 2022
151			National Training on "Quality Seed Production of Vegetables	14 th November, 2022
152		Prof. Sant Prasad	Orientation Training Programme on "Natural Farming" organized at Gurukul, Kurukshetra (Haryana)	15-16 December, 2022
153		Dr. S.N. Singh	Orientation Training Programme on "Natural Farming" organized at Gurukul, Kurukshetra (Haryana)	15-16 December, 2022
154	Animal Genet- ics and Breeding	Dr. Anshuman Kumar	International Conference on Contemporary Multidisciplinary Issues in Applied Sciences, Humanities, Agriculture, Animal health & Production, (ASHAA-2022)	14-15 November, 2022
155		Dr. Vineeth MR	International Conference on Contemporary Multidisciplinary Issues in Applied Sciences, Humanities, Agriculture, Animal health & Production, (ASHAA-2022)	14-15 November, 2022
156		Dr. Amitosh Kumar	International Conference on Contemporary Multidisciplinary Issues in Applied Sciences, Humanities, Agriculture, Animal health & Production, (ASHAA-2022)	14-15 November, 2022
157	Live- stock Products Technol- ogy	Dr. Saurabh Karunamay	International Conference on Contemporary Multidisciplinary Issues in Applied Sciences, Humanities, Agriculture, Animal health & Production, (ASHAA-2022)	14-15 November, 2022
158		Dr. Dhananjay Kumar	International Conference on Contemporary Multidisciplinary Issues in Applied Sciences, Humanities, Agriculture, Animal health & Production, (ASHAA-2022)	14-15 November, 2022
159		Dr. Dipanwita Bhattacharya	International Conference on Contemporary Multidisciplinary Issues in Applied Sciences, Humanities, Agriculture, Animal health & Production, (ASHAA-2022)	14-15 November, 2022
160	Veter- inary Physiolo- gy & Bio- chemis- try	Dr. Pavan Kumar Yadav	VI Annual convention of Society of Veterinary Biochemists and Biotechnologists of India 5-6th January, College of Veterinary Science; Animal Husbandry Nanaji Deshmukh Veterinary Science University, Jabalpur	5-6 January, 2023
161	Animal Nutrition	Dr. Mahipal Choubey	19 th Biennial International Conference, ANSICON, Ludhiana.	16-18 November, 2022
162			Faculty Development Program, Department of Journalism and Mass Communication, BHU	13-19 January, 2023
163			5 th CME Programme on Diagnostic for All, DDU Kaushal Kendra RGSC, BHU	4-12 December, 2022
164		Dr. Sandeep Kumar Chaudhary	12 th Biennial International Conference of ANACON, Mathura	16-18 February, 2023
165		Dr. Abhishek Kumar Singh	19 th Biennial International Conference	16-18 November, 2022
166			21 days CAFT Training, IVRI	21 November-12 December, 2022

167	Live-stock Pro-duction Manage-ment	Dr. Kuldeep Kumar Verma	Futuristic Approach to Viable Animal Production vis-à-vis Climate and Calamity Chal-lenges, 29 th Annual Convention of Indian Society of Animal Production & Management (ISAPM)-2023	18-20 January, 2023
168		Dr. Utkarsh Kumar Tripathi	International Conference on Contemporary Multidisciplinary Issues in "Applied Science, Humanities, Agriculture, Animal Health & Production (ASHAA-2022)	14-15 November, 2022
169	Veter-inary Anatomy	Dr. Archana Mahapatra	International Conference on Contemporary Multidisciplinary Issues in "Applied Science, Humanities, Agriculture, Animal Health & Production (ASHAA-2022)	14-15 November, 2022
170			Workshop & Hands on Training	2-3 December, 2022
171		Dr. E. Raja Ravi Teja	International Conference on Contemporary Multidisciplinary Issues in "Applied Science, Humanities, Agriculture, Animal Health & Production (ASHAA-2022)	14-15 November, 2022
172			Workshop & Hands on Training	2-3 December, 2022
173			Medical Education Programme on Diagnostic for all & Work shop on Research methodol-ogy (Resource person)	4-12 December, 2022
174		Dr. Satish Kumar Pathak	International Conference on Contemporary Multidisciplinary Issues in "Applied Science, Humanities, Agriculture, Animal Health & Production (ASHAA-2022)	14-15 November, 2022
175		Dr. Jigyasa Rana	International Conference on Contemporary Multidisciplinary Issues in "Applied Science, Humanities, Agriculture, Animal Health & Production (ASHAA-2022)	14-15 November, 2022
176	Veter-inary Pathol-ogy	Dr. Suvaneeth P.	International Veterinary Pathology Congress 2022	16-22 November, 2022
177		Dr. Menaka Sethi	International Conference on Contemporary Multidisciplinary Issues in "Applied Science, Humanities, Agriculture, Animal Health & Production (ASHAA-2022)	14-15 November, 2022
178		Dr. Sarvan Kumar	International Conference on Contemporary Multidisciplinary Issues in "Applied Science, Humanities, Agriculture, Animal Health & Production (ASHAA-2022)	14-15 November, 2022
179	Veter-inary Parasi-tology	Dr. Saroj Kumar	31 st NCVF Conference at COVAS, Bhubaneswar	6-8 December, 2022
180		Dr. Souti Prasad Sarkhel	International Conference on Contemporary Multidisciplinary Issues in "Applied Science, Humanities, Agriculture, Animal Health & Production (ASHAA-2022)	14-15 November, 2022
181		Major (Dr.) Krish-nendu Kundu	International Conference on Contemporary Multidisciplinary Issues in "Applied Science, Humanities, Agriculture, Animal Health & Production (ASHAA-2022)	14-15 November, 2022
182	Veter-inary Exten-sion	Dr. Ajay Kumar Chaturvedani	National Conference "SVAHE –IV" (2022) at CSKHPKV, Palampur.	6-8 May, 2022
183			CAFT in Information and Communication Technology, BAU, Sabour, Bhagalpur, Bihar	30 January - 19 February, 2023
184		Dr. Jayant Goyal	International Conference: Contemporary Multidisciplinary Issues in "Applied Science, Humanities, Agriculture, Animal Health & Production (ASHAA-2022), RGSC-BHU	14-15 November, 2022
185			UGC-Sponsored Faculty Induction Programme, UGC-HRDC, Kumaun University, Nainital, Uttarakhand, India.	1-30 December, 2022
186	Veter-inary Medicine	Dr. Neeraj Thakur	International Conference on Contemporary Multidisciplinary Issues in "Applied Science, Humanities, Agriculture, Animal Health & Production (ASHAA-2022)	14-15 November, 2022
187	Veter-inary Microbi-ology	Dr. Rajat Varsh-ney	114 th Faculty Induction Programme (Guru-Dakshta) (online)	19 July - 23 August, 2022
188			International Conference on Contemporary Multidisciplinary Issues in "Applied Science, Humanities, Agriculture, Animal Health & Production (ASHAA-2022)	14-15 November, 2022
189	Veter-inary Gynae-cology & Obstet-rics	Dr. Priya Ranjan Kumar	To attend, present research paper and to act as Rapporteur	16-18 November, 2022
190		Dr. Balamurugan	International Conference on Contemporary Multidisciplinary Issues in "Applied Science, Humanities, Agriculture, Animal Health & Production (ASHAA-2022)	14-15 November, 2022
191	Live-stock Farm Complex	Dr. Santosh Marandi	International Conference on Contemporary Multidisciplinary Issues in Applied Sciences, Humanities, Agriculture, Animal Health and Production, (ASHAA-2022)	14-15 November, 2022
192		Dr. Ajeet Singh	International Conference on Contemporary Multidisciplinary Issues in Applied Sciences, Humanities, Agriculture, Animal Health and Production, (ASHAA-2022)	14-15 November, 2022
193		Dr. Mahesh M.S.	3-days conference on Nutritional Technologies to Augment Livestock, Poultry, Canine and Fish Production for Global Competitiveness	16-18 November, 2022
194		Dr. Shashidhar K.S.	International conference on Extension Education Conference on "Innovative Application in Agriculture extension for sustainable food and environmental security"	27-30 January, 2023
195			Centre for Advanced Faculty Training on "Prominent Statistical Tools for Data Science in Agriculture using R and Python"	9-29 November, 2022
196			Faculty development programme on "communication skill for developing effective teach-ing methodologies"	13-19 December, 2022

197	Veterinary	Dr. Dayanidhi Jena	21 days CAFT Training	15 January – 7 February, 2023
198	Clinical	Dr. Vinod Kumar	12 TH FSAPAI CE AND 19 TH WSAVA INDIA CE	18-19 February, 2023
199	Complex	Dr. Rahul G. Kadam	International Conference on Contemporary Multidisciplinary Issues in Applied Sciences, Humanities, Agriculture, Animal Health and Production, (ASHAA-2022)	14-15 November, 2022
200			Symposium	17-20 November, 2022
201		Dr. Kruti Deb-nath Mandal	CAFT Training	9-29 December, 2022
202			International Conference on Contemporary Multidisciplinary Issues in Applied Sciences, Humanities, Agriculture, Animal Health and Production, (ASHAA-2022)	14-15 November, 2022
203		Dr. Saurabh Zingare	International Conference on Contemporary Multidisciplinary Issues in Applied Sciences, Humanities, Agriculture, Animal Health and Production, (ASHAA-2022)	14-15 November, 2022
Institute of Environment and Sustainable Development				
204	IESD	Dr. Jay Prakash Verma	International Conference 5th Amity conference of Food Scientist and Technologist (AMIFOST)-2022, 29 th - 31 st March 2022 organized by Amity Institute of Food Technology (AIFT), Amity University Uttar Pradesh, Noida, INDIA – 201303	29 th - 31 st March 2022
205			Agri-Food Innovations in the quest for Food and Environmental Security”, scheduled to be held on 7th November, 2022 (whole day) organized by RISHI	7 NOVEMBER, 2022
206		Dr PC Abhilash	“Green Technologies for the Restoration of Degraded Terrestrial Ecosystems’ jointly organised by The Society for Science of Climate Change & Sustainable Environment (SSCE) & ICAR-Central Agroforestry Research Institute (CAFRI), Jhansi, Uttar Pradesh,.	December 10, 2022
207			National Conference on “Bioinvasions: Trends, Threat and Management’ organised by Kerala State Biodiversity Board (KSBB) at Kerala Arts & Crafts Village, Kovalam, Trivandrum,	December 3-4, 2022.
208			62 nd Annual International Conference of the Association of Microbiologists of India (AMI) organized by University of Mysore, Karnataka,	September 21-23, 2022.
209		Dr. Prashant K. Srivastava	University of Sunshine Coast (UniSc), Queensland, Australia for collaborative work jointly funded by SmartSat CRC (Australia's Leading Space Research Centre) and UniSc, Queensland.	01 June to 31 August 2022
Institute of Science				
210	Botany	Dr. A K Dwivedy	52 nd International Symposium on Essential Oils at Wrocław, Poland	2-9-2022 to 12-9-2022
211	Centre for Genetic Disorder	Dr Akhtar Ali	World Cleft Congress 2022 (Cleft 22),, Edinburgh, UK.	11-15 July 2022
			5 th Training Course for GLP Inspectors to be organized by National GLP Compliance Monitoring Authority (NGCMA), Department of Science and Technology (DST), Govt of India, New Delhi during	May 23-27, 2022
212	DST-CIMS	Dr. Bankteshwar Tiwari	International conference ‘Colloquium on Finsler Geometry and Applications’ held at University of Debrecen, Debrecen, Hungary held during 13-16 June 2023.	11-26 June 2022
213	Geography	Dr. Seema Rani	IGU Centennial Congress held at Paris, France 18-22 July 2022	18-22 July 2022
214	Geology	Dr. S P Rai	First Research Coordination Meeting on Development and Application of Isotope Techniques for Efficient Water Resources Management in Mining Areas, Vienna, Austria	18 to 22 July 2022
215		Dr. Ashutosh Kainthola	EGCON2022	3 Days
216		Dr. Dinesh Pandit	38 th Convention of Indian Association of Sedimentologists & National conference on Current Understanding From Indian Sedimentary Basins and Road Ahead (IAS 2022)	09/10/2022 to 11/10/2022
217			National Seminar on Changing dimensions of Geology and Mineral Exploration in Singhbhum-Orissa Craton (NSSC-2022)	18/11/2022 to 19/11/2022
218			National conference on 7th Rock Deformation and Structures (RDS 7)	13/10/2022 to 15/10/2022
219		Komal Verma	International Ocean Discovery Program (IODP) Expedition 397 Iberian Margin Paleoclimate Iberian Margin Paleoclimate	08.10.2022 to 14.12.2022
220	Geo-physics	Prof. M.K. Srivastava	AGU Fall Meeting (INTERNATIONAL)	Dec 10-18, 2022
221		Dr. Birendra Pratap	IX International Groundwater Conference (IGWC-2022) Department of Hydrology, IIT Roorkee, Roorkee, India (INTERNATIONAL)	November, 02-04, 2022

222	Molecular Human Genetics	Dr. Mousumi Mutsuddi	International Conference on Bio-Neuro Informatics and Algorithms (ICBNA)	June 21 st 2022	
223		Dr. Geeta Rai	Conference of Parties(CoP27), United Nations, held by UNFCC, Sharm-El-Sheik, Egypt	6-18 November, 2022	
224			G20 EMPOWER meeting, Tiruananthpuram, Kerala	5-6 th April 2023.	
225			“First South Zone Conference of the Indian Academy of Biomedical Sciences (IAB-SCON-South Zone-2022) & International Symposium on Translational Research”. VijanaBhavan, University of Mysore, Mansagangothri, Mysuru.	8-9 th September, 2022	
226			Delivered lecture in “Virtual Bi-monthly lecture series on AIRD and Inflammation” on the topic “Innate Immunity and NETosis in SLE” organized by Society of Inflammation Research.(11 th Feb 2023)	11 th Feb 2023	
227			“International Conference on Ayurvedic Pharmaceutical Sciences (ICAPS-2023)” organized by “Dept. of Rasa Shastra & Bhaishjya Kalpana, National Institute of Ayurveda, Deemed to be University (De-Novo), Jaipur	23-25 th February 2023	
228			Hands on training on Flow cytometry under the scheme of Synergistic Training Program Utilizing the Scientific and Technological Infrastructure, India held from 29 th November to 5 th December 2022 at the Dept. of Pharmaceutical Engineering & Technology IIT, BHU.	29 th November to 5 th December, 2022	
229	Physics	Prof. Abhay Kumar Singh	Beacon Satellite Symposium (BSS2022) held at Boston, California, USA	1-5 August, 2022	
230			2022 URSI Regional Conference on Radio Science (URSI-RCRS 2022), IIT (Indore),	1 - 4 December, 2022	
231	Zoology	Bama Charan Mondal	Drosophila Blood Cell Biology Symposium, Strasbourg, France	22-27 September 2022	
232		Prof. Radha Chaube	12th India-Japan Science and Technology Conclave: International Conference on Frontier Areas of Science and Technology (ICFAST-2022) during September 09-10, 2022 at University of Hyderabad, C.R. Rao Road, Gachibowli, Hyderabad-500046, INDIA	8 sept to 12 th sept 2022	
233			international conference on reproductive Biology, Comparative Endocrinology and Development Organized by CSIR-CCMB and University of Hyderabad (UoH)	14 th to 16 th September, 2022	
234			“International Conference on Exploring New Horizons in Biotechnology-2023”.	10-12 feb 2023	
Institute of Management Studies					
235	Faculty of Management Studies	Dr.Anurag Singh	International Conference on Behavioural Finance (ICBF)	2022-23	
236		Dr.Tribhuvan Nath	International Conference on ‘Indian Knowledge Systems for Sustainable Well-Being’ organized by School of Management Sciences, Varanasi	2022-23	
237		Dr. Rajeev Kumar	4th International Conference on Operation Management on Theme” Digitalization: A new Age of Business Innovations and Decision Making.	2022-23	
238		Dr.Shashi Srivastava	National seminar on “women in Indian police system”	2022-23	
239			National conference on going Green	2022-23	
240			National Conference on Business economics and accountancy	2022-23	
Faculty of Arts					
241	Foreign Languages	Chandani Kumari	8 th AKS Young Scholar International Seminar	7 th May 2022	
242	French Studies	Dr. Gitanjali Singh	Semaine de l’histoire 2022, Reunion France	20/11/2022 to 28/11/2022	
243	Library & Information Scien.	Prof. Bhaskar-Muherjee	COLLNET: 2022- 16 th International Conference on Webometrics, Informetrics and Scientometrics (WIS) & 21 th Meeting, Bangkok, Thailand	9.11.2022 to 13.11.2022	
244	Sanskrit	Dr. Firoze	22nd Annual Conference of ISBS	2022-23	
245		Dr. Divya Bharti	Issues and Discourses around Liberal Arts and Humanities 2 nd International Conference	11-17 nov. 2022	
246			22nd Annual Conference of ISBS		
247			Dr. Thakur	2 nd International Conference, Issues and Discourses around Liberal Arts and Humanities	11/11/2022 to 17/11/2022
248			Shivlochan Shandilya	2 nd International Conference, Issues and Discourses around Liberal Arts and Humanities	11/11/2022 to 17/11/2022
249		Dr. Abhimanyu	25 th National Congress of Rock Art Society of India,	14-16Oct. 2022.	
250			Vikramotsav-2023 Itihas Samagam-Rashtriya Sangosthi	4-6 March 2023	
251			Prof. Sadashiv Kr. Dwivedi	Hindu Studies Faculty Training Programme, Organized by Gautam Buddha University, Noida	16-17 May, 2022
252	Telugu	Prof. B.Venkatewarlu	Classical Literature –its Historical & social Perspectives	Feb-2023 to 05.02.2023	
253			Telugu Literature Environmental Consciorarness	09-03-2023 to 10.03.2023	
Faculty of Law					
254	Law	Dr. Anoop Kumar	75 years of Parliamentary Democracy in India Retrospect and Prospect	4-5 March, 2023	
255		Dr. Gurwinder Singh	Trans disciplinary, International Conference on the Coherence of Global Sustainability-A Way Forward	2022-23	
256			International Conference on Law and Economics	2022-23	
257			International Conference on Good Governance and Counter Corruption	2022-23	
258			Prof. Ajendra Srivastava	National on 75 years of Parliamentary Democracy in India: Retrospect	5 th March, 2023
259		Dr. Dolly Singh	Planned Obsolescence of Electronic and Electrical Equipment in conflict with Consumerism and Sustainability	15-17 Sept., 2022	
260			Justifiable use of Subsidies under the WTO for integrating the Sustainable Development Goals in Trans-disciplinary	7-8 Sept., 2022	
261			Dr. A.K. Baranwal	International Science Congress on Rural Technology	15-17 Feb. 2023

Faculty of Performing Arts					
262	Vocal Music	Dr G C Pandey	Bharat- Malaysia ke Sanskritik Sambandh International Seminar organised by Netaji Shubhash Chandra Bosh, Bhartiya Sanskritik Kendra, Bhartiya Ucchayog, Kualalumpur, Malaysia	21-22 Jan 2023	
263		Meghna Kumar	Anhad Baje Ri	30 – 31 March 2022	
Faculty of SVDV					
264	Dharma-shastra - Mimams	Dr. Shrirama A S	VAIDIC VIDHI SHASTR EVAM SAMASAMAYIKA VISW PAR ISKA PR ABHAV	11-12/2/23	
265			DHARMASWAROOPAVIMARSHAH	14/2/23	
			ADHIKARAVIMARSHAH	27-28/3/23	
266			INDIAN COUNCIL OF PHILOISOPHICAL RESEARCH NEW DELHI	28-3-23	
267			DVAIYANHIKEE RASTRIYA MIMAMSA SANGOSTEE	20-21/3/23	
268	Dharma-gam	Prof Kamlesh Jha	International Sanskrit Conference - Shastrarth Sabha	January, 2023	
			Antarashtriya Sanskrit Sammelanam	04.03.2023	
			International Seminar - Kashmir Shaiva Darshan	17-18 March 2023	
			International Conference on Vedic jurisprudence	11-12 Feb 2023	
			National Seminar on Kashmir Shaivism	07-09 May, 2022	
			Rashtriya Vaidik Sangoshthi	15.02.2023	
			Rashtriya Vidvat Sangoshthi	22.02.2023	
			Dvi-Divasiya Rashtriya Sangoshthi	01-02 March 2023	
269			Dr. Krishnanand Singh	Two Day National Seminar % Revisiting Benoy Kumar's Contribution to Sociology : The positive Background of Hindu Sociology and Beyond. Organized by : Bharatiya Vidya Adhyayana Sansthana, New Delhi.	13-14 January 2023
270				UGC- Sponsored : 13th Faculty Induction Programme. held during the period 03rd January to 31th January, 2023 in online mode & obtained Grade "A+" at Dr. Harisingh Gour Vishwavidyalaya, (A Central University) Sagar (M.P.) India.	Refresher Course
271	Jain Bauddh Darshan	Prof. A.K. Jain	Jain History and philosophy in modern world	6-8.06.22	
272		Prof. A.K. Jain	Anekant Siddhan ki upadeta	07.08.2022	
273		Prof. A.K. Jain	Jain Vidya Sangosthi	16-18 2022	
274		Prof. A.K. Jain	Apta Mimamsa Anushilan	22-24.09.2022	
275		Prof. Pradyum Shah Singh	Jain History and philosophy in modern world	6-8.06.22	
276			sallekhana as described in inscription of shramanvellgola	25-26.09.22	
277			Parshwanath Nationalism	11-13.11.22	
278			Gyan Ka sankalp	9.02.2023	
279			Religious tourism	27-28.03.2023	
Faculty of Social Sciences					
280	Political Science	Dr Priyanka Jha	Lecture on 'Engagement with the Self: Indian women Ideation' at Centre for South Asian Studies, Department of Politics and International Studies (POLIS), University of Cambridge, 8th March 2022.	30th May 2022	
281			Lecture on 'Negotiating Thresholds: Cornelia Sorabjee's Contributions in shaping Gendered Intellectual History in Modern India', at Ancient Iran and India Trust (AIIT), Cambridge, 11th March 2022.	2022-23	
282			Lectures on 'Women Rethinking Intellectual History of Ideas in South Asia' at Pavate Foundation and Department of Political Science, Karnatak University, Dharwad, India on 28th Jan 2023.	2022-23	
283	History	Dr. Ajay Pratap	IPPA 2022	6-12 th November, 2022	
284			Conference of the IASAS AND DEPARTMENT OF HISTORY F.S.S	Nov. 16-19, 2022	
285			INDIAN HISTORY CONGRESS, 81 ST MEETING AT CHENNAI	27-29th December, 2022	
286			INDIAN SOCIETY FOR PREHISTORIC AND QUATERNARY STUDIES	18-20th February, 2023	
287			DEPARTMENT OF HISTORY, F.S.S	March 29, 2023	
288		Dr Ashutosh Kumar	Archipelagic Memory	2-4 August 2022	
289			Broadening Horizons: New Directionsof Research on Indentured Labour	5-10 August 2022	
290			Subaltern Rights in the European Colonial Empires and After	14-20 December 2022	
Institute of Medical Sciences					
291	CEMS, IMS	Dr. Rajiv Kumar	49th Annual Conference of Indian Immunology Society, 24-26 November 2022 at PGIMER, Chandigarh	23-27 Nov. 2022	
292			International Society of Infectious Diseases (ISID) Congress-2022, 17-20 November 2022 at Kuala Lumpur, Malaysia	16-21 Nov. 2022	
293			Karolinska Institute	26 Sep. – 01 Oct. 2022	
294			5 th Annual meeting of VALIDATE Network and ECR workshop, 06-08 March 2023 at BMA House, London (UK)	05-09 March 2023	

295	General Surgery	Prof. S.K. Gupta	10 th Annual Conference of Association of Breast Surgeons of India (ABSICON-2022)	12.08.2022-14.08.2022
296			41 st Congress of European Society of Surgical Oncology (ESSO)	18.10.2022-22.10.2022
297			16 th Annual Conference of Venous Association of India	27.01.2023 – 29.01.2023
298			11 th Annual Conference of Association of Breast Surgeons of India (ABSICON-2023)	28.07.2023 – 30.07.2023
299		Dr. Hari Kesh Yadav	ASICON-2022	21.12.2022 – 24.12.2022
300		Prof. A.K. Khanna	ASICON-2022	21.12.2022 – 24.12.2022
301			ACRSI Instructional Course Lecture-2022	01.04.2022
302			ACRSI Instructional Course Lecture-2022	01.04.2022
303			IACTV-2022	10.04.2022
304			ACRSICON-2022	22-24.09.2022
305			VSICON 2022	06-09.10.2022
306			UPASICON 2022	14-16.10.2022
307	Neuro-surgery	Prof. Kulwant Singh	28 th UP-UK Neurocon 2022	7-9 Oct. 2022
308		Dr. Ravi Shankar Prasad	28 th UP-UK Neurocon 2022	7-9 Oct. 2022
309		Dr. Anurag Sahu	28 th UP-UK Neurocon 2022	7-9 Oct. 2022
310		Dr. Nityanand Pandey	28 th UP-UK Neurocon 2022	7-9 Oct. 2022
311			Complex Spine Conference AIIMS, New Delhi	7-10 Sep. 2022
312			Micro Neurosurgery Conference, AIIMS, New Delhi	16-18 Feb. 2023
313		Dr. Rakesh Kumar Mishra	28 th UP-UK Neurocon 2022	7-9 Oct. 2022
314	Pediatric Surgery	Dr Sarita Chawdhary	10th Annual Conference of the Society of Pediatric Urology (SPUCON2022)	1-4 December 2022
315			1st Annual conference of Nepalese association of Pediatric surgeons (NAPSCON2023)	17-20 March 2023
316		Dr Kanika Sharma	10th Annual Conference of the Society of Pediatric Urology (SPUCON2022)	1-4 December 2022
317			1st Annual conference of Nepalese association of Pediatric surgeons (NAPSCON2023)	17-20 March 2023
318		Dr. Vaibhav Pandey	32nd Craniomaxillofacial world congress	1st-5th May
319		Dr. Pranaya Kumar Panigrahi	PEDIATRIC ENDOSCOPIC CONFERENCE(PESI), PUDUCHERRY	10-12 FEB 2023
320		Dr Ruchira	PESICON 2022	7-10 April 2022
321			IAPSCON 2022	13-16 Oct 2022
322			IAPSCON 2022	13-16 Oct 2022
323			PESICON 2023	10-12 FEB 2023
324			PESICON 2023	10-12 FEB 2023
325	Physiol-ogy	Prof Sanjeev Kumar Singh	The 100 th Anniversary Meeting of the Physiological Society of Japan Secretariat, Kyoto, Japan	15 th -16 th March 2023
326		Dr Parul Sharma	8 th ASSOPICON, AIIMS, Nagpur	14 th -16 th Oct 2022
327		Dr Priyanka Bhagat	8 th ASSOPICON, AIIMS, Nagpur	14 th -16 th Oct 2022
328		Dr Samir Kumar Singh	8 th World Congress on Chrono medicine	14th -16th 2022
329		Dr Bhupendra Singh Yadav	The 100 th Anniversary Meeting of the Physiological Society of Japan Secretariat, Kyoto, Japan	15 th -16 th March 2023
330	Radio-therapy & Radiation Medicine	Prof. Lalit M Aggarwal	Annual conference of the Indian Brachytherapy Society - Annual conference of by Association of Medical Physicists of India (Northern Chapter),	
331	Me-dicinal Chem-istry	Prof Alka Agarwal	108th Indian Science Congress 3-7 January 2023 hosted by Rashtrasant Tukadoji Maharaj Nagpur University and The Indian Science Congress Association, Kolkata.	3-7th January 2023
332	Prasuti Tantra	Dr. Shikha Singh	National conference on Ayurveda Siddhant and Samhita	7-8 AUGUST 22
333			National conference on Ayurveda and Contemporary Perinatal Care	22 June 22
334			International conference on recent advances in PrasutiTantra and Striroga	26-27 August 22
335			Ayuryog Expo and State Arogya	27 February 23
336			Jeevak health symposium	15-16 March 23

337	Sangya-haran	Dr. R. K. Jaiswal	Transitional curriculum programme for 1 st Year BAMS (2021 Batch)	March 22 to April 7, 2022
338			National Conference on Therapeutic application of Yoga & naturopathy – A pathway for Physical Well being.	July 29-30, 2022
339			Monthly Programme of Rotary Club of Varanasi North	20.11.2022
340			Transitional curriculum programme for 1 st Year BAMS (2022 Batch)	16.01.2023
341			Work shop on CPR & First Aid.	06.02.2023
342			Ayur Expo at Dean dayal Hastkal Sankul	25.02.2023
343			Transitional curriculum programme for 1 st Year BAMS (2022-23 Batch) of Jeevak Ayurveda medical college and Hospital research centre chandauli.	18.03.2023
344	Shalya Tantra	Dr. Rashmi Gupta	International conference on Sushrutas Surgical principle in current scenario & Live Demonstration	29-30 April 2022
345		Dr. A.K. Pandey	World Ayurveda Congress -09	2022-23
346	Siddhant Darshan	Dr Devanand Upadhyay	National Ayurveda Youth Conclave SAMYOJANAM 2022	22-24th APRIL, 2022,
347			48th Annual Conference of Indian Immunology Society on Infections, Vaccines & Immuno-Innovations for Human Health	8th - 9th July 2022 (Virtual)

PATENTS FILED / GRANTED DURING – 2022-23

Name of the Faculty member and Department who filed the patent	Title of the patent	National / International	Date of Filing / Granting	Granted / filed
Dr. Amitava Rakshit, Soil Science and Agricultural Chemistry	Biodegradable plant pot for protection from soil borne diseases and composition for formation thereof	National	September 2022	Filed
Dr. Sandeep Kumar Chaudhary Animal Nutrition	Formulation of Novel Feed Supplement for Cattle and Buffaloes reared in Indo-Gangetic Plains of Northern India	National	03.05.2022	Filed
Dr. Vipin Maurya Livestock Production Management	Extraction of Biofuel from groundnut shell through novel approach	National	04.02.2022	Filed
P V Rajeev, Institute of Management Studies	System And Method For Mediating Effect of Social Entrepreneurship in The Modern Commercial Business Ecosystem	National	31.03.2023	Filed
Prof. Pradyot Prakash, Microbiology, IMS	Method for the Preparation of Quantum Dots"	National	02.01.2023	Granted
Dr Rashmi Sharma, Kriyasharir	Impact of Green HRM Practices in Environmental Performance	National	30.12.2022	Filed
Dr. Monika Bansal, Dental Sciences	Method for preparation of Dental Implant	National	28.12.2022	Filed
Dr. Ajit Parihar and Dr. T.P. Chaturvedi, Dental Sciences	Bioactive glass as an orthodontic production thereof	National	20.11.2022	Filed
Prof. Ravi Kumar Asthana, Botany	A novel process for identification and characterization of an antifungal biomolecule from <i>Scytonema</i> sp. RKA3	National	19.06.2022	Filed
Prof. Ravi Kumar Asthana, Botany	A novel process for characterization of an antifungal biomolecule from <i>Scytonema</i> sp. RKA3	National	11.11.2022	Filed
Dr. Shailendra Pratap Singh, Botany	Genetically Engineered Cyanobacterial Strains, Constructs and Method Thereof	National	11.05.2022	Filed
Dr Parimal Das, Centre for Genetic Disorder	A system for identifying the tritarget antiviral activity of Somnifericin phyto molecules against the SARS CoV2 Virus	International	23.03.2023	Granted
Dr Parimal Das, Centre for Genetic Disorder	A system to develop the Somnifericin Phyto molecule growth inhibitor of the SARS CoV2 Virus	International	23.03.2023	Granted
Dr. Geeta Rai, Molecular Human Genetics	A Novel Silver nanoparticle conjugate prepared from a phytochemical extract causing preferred apoptosis in cancer cell lines and the preparation process therein.	National	25.01.2023	Granted
Prof. Rajendra Kumar Singh, Physics	Prolong Cycling stability of hard carbon-based anode derived from almond shell (<i>Prunus dulcis</i>) biowaste for sodium-ion batteries	National	10.01.2023	Filed
Prof. Sanjay Kumar Srivastava, Physics	Sensing Probe and Method for Detecting Glycated Haemoglobin	National	10.01.2023	Filed
Prof. Karuna Singh, Zoology Section, MMV	Finger Millet Agar as Differential and Selective medium for identification of <i>Cryptococcus neoformans</i> .	National	17.09.2022	Filed
Prof. Neelam Srivastava, Physics Section, MMV	Malonic Acid Crosslinked Starches based Polymer-In-Salt-Electrolytes (PISEs) for Energy Devices	National	11.04.2022	Filed

AWARDS AND HONOURS

Sl. No.	Name of the Award	Awarded by	Recipient of the Award (Name, designation, department)
Awards – National			
Institute of Agricultural Sciences			
1.	Best Oral Presentation Award	International Conference of IEEC	Dr. Tarun Verma, Department of Dairy Science and Food Technology, I.Ag.Sc.
2.	Outstanding Achievement Award	Agriculture Technology Development Society, U.P.	Prof. S.V.S. Raju, Department of Agricultural Entomology and Agricultural Zoology, I.Ag. Sc.
3.	Platinum Achievers Award 2022	Council for Academic and Performance Appraisal	Dr. Saroj Kumar Prasad, Department of Agronomy, I.Ag.Sc.
4.	Best Presentation award	International Conference of IEEC	Dr. Nikhil Kumar Singh, Department of Agronomy, I.Ag.Sc
5.	Best Poster Award	1st International Conference on Reimagining Rainfed Agroecosystems: Challenges and Opportunities held at ICAR-CRIDA, Hyderabad	Dr. Sudhir Kumar Rajpoot, Department of Agronomy, I.Ag.Sc.
6.	Dr. R. S. Paroda Medal	BRIAT, Mohrab, Shringverpur, Prayagraj	Dr. Ram Keval, Department of Agricultural Entomology and Agricultural Zoology, I.Ag. Sc.
7.	Excellence in Peer-Reviewing Award	Uttar Pradesh Journal of Zoology, MB International Media and Publishing House, Hooghly	Dr. Ram Keval, Department of Agricultural Entomology and Agricultural Zoology, I.Ag. Sc.
8.	Best Oral Presentation award	6 th International Conference on Current Issues in Agricultural, Biological & Applied Sciences for Sustainable Development	Dr. Srinivasa N, Department of Agricultural Entomology and Agricultural Zoology, I.Ag. Sc.
9.	Young Scientist Award	Agro Environmental Developmental Society	Dr. Srinivasa N, Department of Agricultural Entomology and Agricultural Zoology, I.Ag. Sc
10.	ISCA Platinum Jubilee award lecture	RTMNU, Nagpur	Prof. Padmanabh Dwivedi, Department of Plant Physiology, I.Ag.Sc.
11.	Professional Recognition Award	IEECBH2023	Prof. B Jirli, Department of Extension Education, I.Ag.Sc.
12.	Young Researcher Award	Indian Phyto-pathological Society	Dr. Ankita Sarkar, Department of Mycology & Plant Pathology, I.Ag.Sc.
13.	Life Time Achievement Award	INSO Awards, New Delhi	Dr. P. K. Sharma, Department of Soil Science and Agricultural Chemistry, I.Ag.Sc.
14.	Global Teacher Award	AKS WORLDWIDE PVT LTD, Gurugram	Dr. P. K. Sharma, Department of Soil Science and Agricultural Chemistry, I.Ag.Sc.
15.	Shastri Conference & Lecture Series Grant Award	Shastri Indo-Canadian Institute	Dr. Amitava Rakshit, Department of Soil Science and Agricultural Chemistry, I.Ag.Sc.
16.	Best Paper Award	ISSAR	Dr. Priya Ranjan Kumar, Department of Veterinary Gynaecology & Obstetrics, I.Ag. Sc.
17.	Young Extension Scientist Award- 2022	Society for Veterinary & Animal Husbandry Extension (SVAHE)	Dr. Ajay Kumar Chaturvedani, Department of Veterinary Extension, I.Ag.Sc.
18.	Best Oral Presentation	Society Of Veterinary Biochemists And Biotechnologists of India (SVBBI)	Dr. Pavan Kumar Yadav, Department of Vet. Physiology & Biochemistry, I.Ag.Sc.
19.	Pashudhan Samriddhi India Award – 2022	Pashudhan Praharee	Dr. Mahesh M.S., Department of Livestock Farm Complex, I.Ag.Sc.
20.	Best Oral Presentation	Applied Sciences, Humanities, Agriculture, Animal health & Production, (ASHAA-2022)	Dr. Neeraj, Thakur, Vet. Clinical Complex, RGSC
21.	Best Research Article 2022	Journal of Indian Veterinary Association	Dr. Suvaneeth P., Department of Veterinary Pathology, I.Ag.Sc.

22.	Best Poster Presentation	Applied Sciences, Humanities, Agriculture, Animal health & Production, (ASHAA-2022),	Dr. Sarvan Kumar, Department of Veterinary Pathology, I.Ag.Sc.
23.	National Animal Welfare Award 2022	Pashudhan Praharee	Dr. Jigyasa Rana, Department of Veterinary Anatomy, I.Ag.Sc.
24.	Best Oral Presentation Award	Applied Sciences, Humanities, Agriculture, Animal health & Production, (ASHAA-2022)	Dr. Naresh Kumar Singh, Department of Veterinary Surgery and Radiology, I.Ag.Sc.
25.	Best Oral Presentation Award	Applied Sciences, Humanities, Agriculture, Animal health & Production, (ASHAA-2022)	Dr. Dayamon D Mathew, Department of Veterinary Surgery and Radiology, I.Ag.Sc.
26.	Best Oral Presentation Award	International Extension Education Conference 2023 (IEEC 2023)	Dr. Shashidhar K. S., Livestock Farm Complex, RGSC
Institute of Medical Sciences			
27.	Outstanding Efforts in Science and Technology Communication through Innovative and Traditional methods (2022)	Department of Science and Technology, Ministry of Science and Technology, Government of India	Dr. Santosh Kumar Singh, Centre for Experimental Medicine and Surgery, IMS
28.	U.P. Ratan Award 2022	Global Neem Organization	Dr. Santosh Kumar Singh, Centre for Experimental Medicine and Surgery, IMS
29.	Purwanchal Ratan Alankaran Samman (2022)	Uttar Pradesh Patrakar Parishad	Dr. Santosh Kumar Singh, Centre for Experimental Medicine and Surgery, IMS
30.	Col. Sangham Lal Memorial Oration 2022	National Academy of Medical Sciences	Prof. S.K. Gupta, Department of General Surgery, IMS
31.	Best poster presentation	ISMM Manipur	Dr Ragini Tilak, Department of Microbiology, IMS
32.	Best poster presentation	IAMM Bhubaneswar	Dr Munesh Kumar Gupta, Department of Microbiology, IMS
33.	Quiz First Prize	ISOT Midterm	Dr. Mohit Mishra, Department of Nephrology, IMS
34.	Poster Presentation First Prize	ISN 2022	Dr. Mohit Mishra, Department of Nephrology, IMS
35.	President Award	Indian Medical Association Banaras Branch	Dr. Deepak Mishra, Department of Ophthalmology, IMS
36.	Best physical poster in Optics/Refraction/Contact lens	All India Ophthalmological Society	Dr. Deepak Mishra, Department of Ophthalmology, IMS
37.	Indian Journal of Ophthalmology merit award	All India Ophthalmological Society	Dr. Deepak Mishra, Department of Ophthalmology, IMS
38.	IMS Research Award	IMS, BHU	Dr. Vaibhav Pandey, Department of Paediatric Surgery, IMS
39.	Academic Excellence in Publication	IMS, BHU	Dr. Ishan Kumar, Department of Radiodiagnosis and Imaging, IMS
40.	Young Academician Award	EET CRS Research wing for Excellence in Professional Education & Industry, Kolkata	Prof. B Ram, Department of Dravyaguna, IMS
41.	NESA Distinguished Award	National Environmental Science Academy, New Delhi	Prof. B Ram, Department of Dravyaguna, IMS
42.	Academic Excellence in Publication	IMS, BHU	Dr. Neha Garg, Department of Medicinal Chemistry, IMS
43.	Kashi Gaurav Samman-2022	Perfect mission Hindi Dainik	Prof. K.K . Pandey, Department of Sangyahan, IMS
44.	Nation Builder Award-2022	Rotary Club, Varanasi, North	Prof. K.K . Pandey, Department of Sangyahan, IMS
45.	Nation Builder Award-2022	Rotary Club, Varanasi, North	Dr. R.K. Jaiswal, Department of Sangyahan, IMS
46.	Sushrut Ratna Award	NSA	Dr. Rashmi Gupta, Department of Shalya Tantra, IMS
47.	Young Research Award	INSC	Dr. Rashmi Gupta, Department of Shalya Tantra, IMS

48.	Global Education Award	Global Education	Dr. Rashmi Gupta, Department of Shalya Tantra, IMS
49.	Woman ICON Award	Rediocity	Dr. Rashmi Gupta, Department of Shalya Tantra, IMS
Institute of Environment and Sustainable Development			
50.	Distinguished Teacher Award, 2022	Prof. Harihar Nath Tripathi Foundation for excellence in the field of Education and Social Service	Prof. Kavita Shah, IESD
51.	Professor Archana Sharma Memorial Award 2020-2023	Indian Science Congress Association, Kolkata	Dr. Rajeev Pratap Singh, IESD
52.	Prof. C.N.R RAO Education Foundation Award for Excellence in Research	BHU	Dr. Rajeev Pratap Singh, IESD
Institute of Management Studies			
53.	Best Paper Award	International Conference on Behavioural Finance (ICBF)	Dr. Anurag Singh, Institute of Management Studies
54.	Awarded the Coimbatore Krishnarao Prahalad Prashasti for Corporate & Social Strategy 2022	ReThink INDIA	Dr. Abhijeet Biswas, Institute of Management Studies
55.	Best Paper Award	Institute of Management Studies, BHU	Dr. Arun Kumar Deshmukha, Institute of Management Studies
56.	Young Management Scientist Award	Bhartidarshan University, Trichy, Tamilnadu	Dr. Ashutosh Mohan, Institute of Management Studies
Institute of Science			
57.	Most Productive Researcher Award	Institute of Science, BHU	Prof. Pratyosh Shukla, School of Biotechnology, I.Sc.
58.	18 th Sir E. J. Butler Memorial Award Lecture	Indian Mycological Society, Kolkata	Prof. RN Kharwar, Department of Botany, I.Sc.
59.	INSA Teachers Award-2022	Indian National Science Academy, New Delhi	Prof. RN Kharwar, Department of Botany, I.Sc.
60.	Woman Scientist Award	Indian Botanical Society(IFS)	Prof. Shashi Pandey, Department of Botany, I.Sc.
61.	National Science Chair Award	SERB	Dr. Ganesh Pandey, Department of Chemistry, I.Sc.
62.	Silver Medal	CRSI	Dr. K.N. Singh, Department of Chemistry, I.Sc.
63.	INSA Teacher Award	INSA	Dr. S. Saha, Department of Chemistry, I.Sc.
64.	National Geoscience Award	Ministry of Mines, Govt. of India	Prof. Arun Deo Singh, Department of Geology, I.Sc.
65.	Most Productive Researcher-2021	Institute of Science, Banaras Hindu University	Dr. S.P. Rai, Department of Geology, I.Sc.
66.	INSA Visiting Scientist	Indian National Science Academy	Dr. Rohit Pandey, Department of Geology, I.Sc.
67.	Most Productive Researcher Award	Institute of Science, Banaras Hindu University	Prof. A.K. Singh, Department of Physics, I.Sc.
68.	Best Young Investigator Award	University of Madras	Dr. Amaresh Kumar Singh, Department of Zoology, I.Sc.
69.	Joy Gobind Law Memorial Medal 2022	Asiatic Society, Kolkata	Prof. S. C. Lakhotia, Department of Zoology, I.Sc.
Faculty of Arts			
70.	Sanskrit Samvardhan Samman	Rajasthan Sanskrit Academy, Jaipur	Dr. Firoze, Department of Sanskrit, Faculty of Arts
71.	Shri. Ram Ruchi Tripathi Sanskrit Kavi Samman	Vidyashree Nyas, Varanasi	Prof. Upendra Pandey, Department of Sanskrit, Faculty of Arts
72.	Biswanath Bhattacharya Kalayoga Puraskar	Prof. Bishwanath Bhattacharya foundation, Varanasi	Prof. Sadashiv Dwivedi, Department of Sanskrit, Faculty of Arts
73.	Vidvadbhushana	Akhil Bhartiya Vidvat Parishada, Varanasi	Prof. B. Kumar, Department of Pali and Buddhist, Faculty of Arts

74.	Academy Samman	Hindustani Academey, Prayagraj	Prof. Vashishtha Anup, Department of Hindi, Faculty of Arts
75.	Pt. Awadhnarayan Tiwari Jivan Gaurav Samman	Dr. Ramdheysaym Avadhnarayn Tiwari Foundation, Mumbai	Prof. Vashishtha Anup, Department of Hindi, Faculty of Arts
76.	Sangam Sikhar Rashtriya Samman	Sangam Sahityik Sanskriti Sansthan, Gorakhpur	Prof. Vashishtha Anup, Department of Hindi, Faculty of Arts
77.	Mahakavi Vidyapati Samman	Vedic Vigyan Kendra, BHU	Prof. Vashishtha Anup, Department of Hindi, Faculty of Arts
78.	Ram Chandra Shukla Puraskar	Sahitya Academy M.P	Dr. Satya Prakash Pal, Department of Hindi, Faculty of Arts
79.	Sahitya Martand	Bihar Hindi Sahitya Sammelan	Dr. Ashok Kumar Jyoti, Department of Hindi, Faculty of Arts
80.	Pralek Alochna Samman	Pralek Publication –Mumbai	Dr. Prabhat Kumar Mishra, Department of Hindi, Faculty of Arts
Faculty of Performing Arts			
81.	Special Honour by Rotary Club	Rotary Club, Varanasi	Prof. Sharada Velankar, Department of Vocal Music, Faculty of Performing Arts
82.	Suvarn Navadi Chennai	Padmabhushan Sangit Kala Nidhi	Prof. K. Sashi Kumar, Department of Vocal Music, Faculty of Performing Arts
83.	Felicitation Award	Bharat Art Academy Hyderabad	Prof. K. Sashi Kumar, Department of Vocal Music, Faculty of Performing Arts
84.	Felicitation Award	Subah-e-Banaras Acharya Seva	Prof. K. Sashi Kumar, Department of Vocal Music, Faculty of Performing Arts
85.	Bhartiya Bhasha Samman	Hindustan Samachar Lucknow	Prof. K. Sashi Kumar, Department of Vocal Music, Faculty of Performing Arts
86.	Kashi Samman in the field of Music	Akhil Bhartiya Sansthan Kashi Virasat Foundation	Prof. Revati Sakalkar, Department of Vocal Music, Faculty of Performing Arts
87.	Distinction Guest of Honour at Inner Wheel Club	Inner Wheel Club, Sunrise	Prof. Revati Sakalkar, Department of Vocal Music, Faculty of Performing Arts
88.	Shakti awards 2022	Red FM 93.5 South Asia FM Ltd.	Prof. Revati Sakalkar, Department of Vocal Music, Faculty of Performing Arts
89.	City Women Icon Award	Radio City (91.9 FM), A Jagran Institute	Prof. Revati Sakalkar, Department of Vocal Music, Faculty of Performing Arts
90.	Felicitation Award	Bharat Art Academy	Dr. Ramshankar, Department of Vocal Music, Faculty of Performing Arts
91.	Sangeet kalanidhi	Nainagadh Mahotsav Samiti	Prof. G.C. Pandey, Department of Vocal Music, Faculty of Performing Arts
92.	Shikshak Samman	Subah-E-Banaras And Ashray Sanstha	Dr. Madhumita Bhattacharya, Department of Vocal Music, Faculty of Performing Arts
93.	Seerat Samman	Prof. Mangla Kapoor Foundation Varanasi	Dr. Madhumita Bhattacharya, Department of Vocal Music, Faculty of Performing Arts
94.	Sai Samman	Om Sai Sansthan , Varanasi	Dr. Madhumita Bhattacharya, Department of Vocal Music, Faculty of Performing Arts
95.	Nari Tu Narayani Samman	Cardiabcon Society, Varanasi	Dr. Madhumita Bhattacharya, Department of Vocal Music, Faculty of Performing Arts
96.	Srimaa Prabhu Devi Smriti Samman		Dr. Vidhi Nagar, Department of Dance, Faculty of Performing Arts
97.	Nav Shakti Award		Dr. Vidhi Nagar, Department of Dance, Faculty of Performing Arts
98.	Yuva Pratibha Samman	Loksanskriti Kala avam Vigyan Shodh Samiti, Almora	Dr. Vidhi Nagar, Department of Dance, Faculty of Performing Arts

Faculty of Sanskrit Vidya Dharma Vijnan			
99.	Namita Puraskarah Shankara Puraskarah	Uttar Pradesh Samskrita Samsthan, Lucknow	Dr. Shrirama A S, Department of Dharmashastra Mimansa, Faculty of SVDV
100.	Prof. Kapurchandra Smrit Samman	Sri Akhil Bharat Varshiyadi. Jain Sastri Parisar	Dr. A.K. Jain, Department of Jain and Baudh Darshan, Faculty of SVDV
Mahila Mahavidyalaya			
101.	Educational Excellence Award	Glantor X, Hindustan Times	Dr. Avijit K. Ganguly, Physics Section , MMV
102.	Harihar Nath Foundation Award	Harihar Nath Foundation	Dr. Saraswati Kumari, History Section, MMV
103.	AmritaSher-Gil Woman Artist of the Year Award 2022	Utkarsh Lalit Kala Academy, Lucknow	Dr. Saroj Rani, Painting Section, MMV
104.	Professional Highly Commanded Award	EFAC (Eastern Foundation of Art & Culture, India).	Dr. Saroj Rani, Painting Section, MMV
105.	Lalit kala Akademi Award	Lalit Kala Akademi	Dr. Suneel Kumar Singh Kushawaha, Painting Section, MMV
106.	All India Radio Gradation	All India Radio	Dr. Anjali Sharma, Department of Instrumental Music, MMV
107.	Global Ambassador of Peace	Voice for Peace and Justice NGO, Srinagar	Dr. Mohammad Afzal Hussain, Urdu Section, MMV
Awards – International			
Institute of Agricultural Sciences			
108.	INSO Award	VDGOOD, Professional Association	Prof. Surendra Singh, Department of Soil Science and Agricultural Chemistry, I.Ag.Sc.
109.	Best Oral Presentation Award by Asian Council of Science Editors, Dubai	Live DNA and ACSE, Deira Dubai, UAE	Dr. Amitava Rakshit, Department of Soil Science and Agricultural Chemistry, I.Ag.Sc.
110.	Best Paper Award	ANSICON	Dr. Abhishek Kumar Singh, Department of Animal Nutrition, I.Ag.Sc.
Institute of Medical Sciences			
111.	Best Poster Podium presentation	South Asian Academy of Ophthalmology	Dr Deepak Mishra, Department of Ophthalmology IMS
112.	Best Clinical Research Paper 2023	SICOT, World Congress	Dr. Shivam Sinha, Department of Orthopaedics
Institute of Environment and Sustainable Development			
113.	World Top Scientist Award	Stanford University and Scopus	Dr. Prashant K. Srivastava, IESD
Institute of Management Studies			
114.	Ranked among the Top 50 Researchers in India based on the P-Rank	ABDC Journal Quality List 2019 Ranking and CABS Academic Journal Guide 2021 Ranking	Dr. Abhijeet Biswas, Institute of Management Studies
115.	Ranked among the Top 5 Researchers in India considering the criteria of Sole Authored Publications based on the P-Rank	ABDC Journal Quality List 2019 Ranking and CABS Academic Journal Guide 2021 Ranking	Dr. Abhijeet Biswas, Institute of Management Studies
116.	Lifetime achievement award for contribution to education	International Innovative future summit Bangkok	Prof. H.P Mathur, Institute of Management Studies
Institute of Science			
117.	Featured among a list of Indian Researchers who were Top 2% in 2022	Stanford University, USA	Prof. Pratyosh Shukla, School of Biotechnology, I.Sc.
118.	Ranked #76 in India among Best Scientists for 2023	Research.com	Prof. Pratyosh Shukla, School of Biotechnology, I.Sc.
119.	Bill & Melinda Gates Foundation Professional Development Award	International Society for Infectious Diseases (ISID), UK	Dr. Om Prakash Singh, Department of Biochemistry, I.Sc.

120.	AAI Early Career Faculty Grant	The American Association of Immunologists, USA	Dr. Om Prakash Singh, Department of Biochemistry, I.Sc.
121.	Featured among a list of Indian Researchers who were Top 2% in 2022	Stanford University, USA	Dr. Ganesh Pandey, Department of Chemistry, I.Sc.
122.	Featured among a list of Indian Researchers who were Top 2% in 2022	Stanford University, USA	Dr. M.S. Singh, Department of Chemistry, I.Sc.
123.	Featured among a list of Indian Researchers who were Top 2% in 2022	Stanford University, USA	Dr. V.P. Singh, Department of Chemistry, I.Sc.
124.	Featured among a list of Indian Researchers who were Top 2% in 2022	Stanford University, USA	Dr. Vinod Tiwari, Department of Chemistry, I.Sc.
125.	WISER-IGSTC	DST-IGSTC	Dr. Radha Chaube, Department of Zoology, I.Sc.
Faculty of Arts			
126.	'Lhotse' – Sahityadoot Samman	Global Federation for Nepali Literature (GFNL) World Central Committee	Prof. Diwakar Pradhan, Department of Indian Language, Faculty of Arts
127.	Bharat Gaurav Samman	Sahitya Sanchay Shodh Samvad Foundation	Prof. G.C. Pandey, Department of Vocal Music, Faculty of Performing Arts
128.	Thai Bharat Gourav Samman	Thai Bharat Culture Lodge, Bangkok	Prof. G.C. Pandey, Department of Vocal Music, Faculty of Performing Arts
129.	Thailand Kavya Samman	Thailand Hindi Parishad Evam Sahitya Sanchay Shodh Foundation	Prof. G.C. Pandey, Department of Vocal Music, Faculty of Performing Arts

Elected Fellow

Sl. No.	Name of the Fellow	Institution / Organization	Name, designation, department, of the Elected Fellow
1.	Fellow of Indian Dairy Association	Indian Dairy Association	Prof. D.C. Rai, Department of Dairy Science and Food Technology, I.Ag.Sc.
2.	Fellow of Society for Plant Research	Society for Plant Research	Dr. Satyendra Pratap Singh, Department of Mycology & Plant Pathology, I.Ag.Sc.
3.	Honorary Fellow of Royal College of Physician, Malaysia	Royal College of Physician, Malaysia	Prof. Shyam Sunder, Department of Medicine, IMS
4.	Fellow of World Association of integrated medicine – FWAIM	World Association of Integrated medicine	Prof. K.K. Pandey, Department of Sangyahan, IMS
5.	Fellow, IBS	Indian Botanical Society (IBS)	Prof. Shashi Pandey, Department of Botany, I.Sc.
6.	Fellow of Indian National Science Academy	INSA	Dr. D.S. Pandey, Department of Chemistry, I.Sc.
7.	Fellow: National Academy of Science (India)	National Academy of Science (India)	Prof. S.K. Trigun, Department of Zoology, I.Sc.

Fellowship / Associate-ship

Sl. No.	Name of the Fellowship	Institution / Organization	Recipient of the Fellowship / Associate-ship (Name, designation, department)
1.	Fellowship of International Society of Coloproctology	International Society of Coloproctology	Dr. Hari Kesh Yadav, Department of General Surgery, IMS
2.	Fellowship of International College of Surgeons, Indian Section	International college of Surgeons	Dr. Shivam Sinha, Department of Orthopaedics, IMS

3.	Fellowship of IAGES	IAGES	Dr. Vaibhav Pandey, Department of Paediatric Surgery
4.	Fellowship of IAGES	IAGES	Dr. Priyanka Panigrahi, Department of Paediatric Surgery
5.	Fellowship of IAGES	IAGES	Dr. Ruchira, Department of Paediatric Surgery
6.	SERB International Research Experience Fellowship 2022	SERB, New Delhi	Dr. Jay Prakash Verma, IESD
7.	Young Scientist Fellowship	International Federation of Essential oils and Aroma Trade (IFEAT), London, UK	Dr. A. K. Dwivedy, Department of Botany, I.Sc.
8.	Visiting Associateship	Inter University Centre for Astronomy and Astrophysics	Dr. Raghavendra Chaubey, Centre for Interdisciplinary Mathematical Sciences, I.Sc.
9.	SERB International Research Fellowship 2022-23	SERB DST, New Delhi	Dr. Sanjeev Kumar Yadav, Department of Zoology, I.Sc.
10.	Fulbright Fellowship	The United States – India Educational Foundation (USIEF)	Dr. Suparna Basu, Statistics Section, MMV

Banaras Hindu University



ACCOUNT RULES

1961

Executive Council Resolution No. 320 dated 12-2-61.

Considered the draft Account Rules.

Resolved that the Account Rules be approved.

Resolved further that the provisions contained in the Account Rules supercede all previous orders in this regard.

Resolved further that the Account Rules be brought into force with effect from the 1st April, 1961.

P R E F A C E

This compilation contains instructions for the conduct of the financial and accounting works in general and fulfils the long felt need of a unified procedure to be followed by the various units of this University.

2. For facility of reference the book has been divided into two parts. The first part deals with the general financial principles and procedure common to all departments and the second part deals with the additional rules and procedure applicable to particular departments. For example, the Principal of a college will mostly be concerned with the instructions contained in Part I and Chapter XVII in Part II of the book, and the Dean of Students or Wardens will be mostly concerned with the instructions contained in Part I and Chapter XXIII in Part II of the book. This, however, does not mean that the instructions contained in other chapters, if applicable, are not to be followed.

3. I am grateful to all my colleagues in office, particularly to Shri R. B. Khare, the Accounts Officer, for the hard work put in by them in producing this 'Accounts Rules'. I am also grateful to the Accountant General, Uttar Pradesh for the keen interest taken by him and for his valuable guidance in the compilation of these rules.

4. Any errors, inaccuracies or omissions which may be noticed in these Rules should be communicated to the Finance Section.

S. L. DAR,
Registrar

Banaras Hindu University,
Varanasi – 5.
20-2-61

PREFACE TO THIS EDITION

When I completed and distributed the “Office Procedure Manual” of BHU, many of my colleagues commended the work and asked me to continue with other works. One of the book they suggested is the Account Rules book of the Banaras Hindu University which was printed in 1961 and whose copies are not available.

Luckily my colleagues in Institute of Agricultural Sciences searched and found a good copy of Account Rules book. After scanning and converting it to text form using OCR software, using L^AT_EX, I recomposed the book. With modern techniques like hyperlinking it is now easy to go to the desired page from the contents page. Besides that one can search the pdf file easily.

There is a slight change in the present edition. The Appendices given after Part - I in the original book were shifted to the end of the book to give consistency. A list of Forms with reference to the paragraph in which they appeared was also provided, which was not present in the original book.

The best method to use this book is place the pdf file on your desk top and whenever you need to consult it just open it and search by keywords or from contents you can directly go to the desired point. You can cut and past the matter in your office notes also. I discourage printing this book.

I would like to thank my office staff for providing support so that I can concentrate on this project. My special thanks are due to Ms. Lalitha Suresh, Personal Assistant, Director’s Office, I.Ag.Sc. for lending support by typing the Delegation of powers and List of forms.

I hope this will be of help to my colleagues in the University.

February 21, 2014

D.V.L.K.D.P. Venu Gopal
Asstt. Registrar
Institute of Agricultural Sciences
dvgtex@gmail.com

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Part I

GENERAL FINANCIAL PRINCIPLES AND PROCEDURE

CHAPTER I

INTRODUCTORY

These rules shall be called the Account Rules of the Banaras Hindu University.

The Executive Council has framed these rules in exercise of the powers vested in it under the Banaras Hindu University Act XVI of 1915 and the Statutes of the University, as amended from time to time. Any modification or addition to these rules shall, therefore, be made only with the consent and approval of that authority.

CHAPTER II

DEFINITIONS

2. In these rules unless there be something repugnant in the subject or context :

- (a) The ACT means the Banaras Hindu University Act XVI of 1915 as amended by subsequent Acts ;
- (b) The BANK means the State Bank of India or any other Scheduled Bank in which the funds of the University may be kept with the sanction of the Executive Council.
- (c) COLLEGE means any College or Institution maintained and managed by the University.
- (d) EXECUTIVE COUNCIL means the University Executive Council.
- (e) FINANCIAL YEAR means the year beginning with the 1st of April and ending on the 31st of March of the following calendar year ;
- (f) HEAD OF OFFICE means :
 - (i) In the case of the Engineering College Workshop, Electric and Water Supply, the Principal of the College ;
 - (ii) In the case of the College of Medical Sciences and the Ayurvedic Pharmacy, the Principal of the College ;
 - (iii) In the case of the Central Hindu School, the Central Hindu Girls School and the Ranvira Sanskrit Pathshala the Secretary of the School Board ;
 - (iv) In the case of the S. S. Hospital, the Medical Superintendent ;
 - (v) In the case of the Library, and the Book Depot the Librarian ;
 - (vi) In the case of the Hostels/Approved Lodges, the Dean of Students ;
 - (vii) In the case of the Academic (including Examinations) Administrative and Finance Offices, the Registrar ;
 - (viii) In the case of Internal Audit Section, the Internal Audit Officer ;
 - (ix) In. the case of the Public Works Departments, the Officer on special duty (P.W.D.)
 - (x) In the case of the Estates Department, the Estates Officer ;
 - (xi) In the case of the Agriculture College, Dairy and Agriculture Farms, the Principal of the College of Agriculture ;

- (xii) In the case of the 'Kala Bhavan' the Director of the Kala Bhavan ;
- (xiii) In the case of Colleges other than those mentioned above, the Principals of the respective Colleges and the respective Heads of Departments;
- (xiv) In the case of the University Press, the Manager of the B.H.U. Press ; and
- (xv) In the case of any other department, the Officer placed incharge of the department by the proper University authority.

CHAPTER III

GENERAL

3. Save as otherwise provided in the Act or in these rules, the Executive Council shall bring every item of receipt and expenditure under its control and see that no expenditure or liability is incurred without previous sanction.

4. Every officer of the University shall exercise the same vigilance in respect of expenditure incurred in connection with transaction of University business as a person of ordinary prudence would exercise in spending his/her own money.

5. Any officer of the University on whom financial delegation has been made shall not incur any expenditure which involves or is likely to involve, at a later date, expenditure beyond his/her power of sanction.

6. No money should be drawn from the Bank unless it is required for immediate disbursement. It is highly objectionable to draw money and keep the same in & posit in order to prevent the lapse of grant.

7. Money indisputably payable should never be left unpaid, attd money paid should under no circumstances be left out of accounts a day longer than is absolutely necessary. It is no economy to postpone inevitable payments.

8. No officer shall without previously obtaining extra funds incur liability in excess of the amount provided in the budget under the respective heads of account, and where an officer exceeds the grant, he/she will be held personally responsible for the excess.

9. It is not sufficient that an officer's account should be correct to his/her own satisfaction. An officer has to satisfy not only himself/herself bui also the Audit, that a claim which has been accepted is valid, that voucher is a complete proof of payment which it supports and that the account is correct in all respects.

10. It is necessary that all accounts should be so kept and the details so fully recorded, as to afford the requisite means for satisfying any enquiry that may be made in the particulars of any case.

It is further essential that the records of payments, measurements and transactions in general must be so clear, explicit and self-contained as to be citable as satisfactory and convincing evidence of facts, if so required, in a Court of Law.

11. All transactions involving the giving and taking of cash, stores, other properties, rights, privileges and concessions which have monetary values, should be brought to account at once under proper head. All corrections and alterations affecting accounts of the receipt and expenditure either in words or in figures should be attested by the officer-in-charge by his/her full signature with dates. Every University official is personally responsible for the money which passes through his/her hands and for the proper record of receipts and payments in the prescribed account as well as for the correctness of the accounts in every respect.

12. The private cash or accounts of the members of the department shall not be mixed up with the University cash or accounts under any circumstances.

13. The direct appropriation of departmental receipts towards departmental expenditure is strictly prohibited.

14. An officer who signs or countersigns a certificate is personally responsible for the fact so certified. The fact that a certificate is printed already is no justification for one's signing it as it is, unless it represents true facts of the case and is entirely endorseable by him/her as correct. If in its printed form it does not represent the facts, it is his/her duty to make any necessary amendment before affixing his/her signature.

15. Every University officer should realise fully and clearly that he/she will be held personally responsible for any loss sustained by the University through fraud or negligence on his/her part and that he/she will also be held personally responsible for any loss arising from fraud or negligence on the part of any other University officer to the extent to which it may be shown that he/she contributed to the loss by his/her own action or negligence.

16. No officer of the University shall be authorised to pass his/her own expenditure except as otherwise provided. In such cases the bills shall be countersigned by the competent authority higher in rank than the person concerned.

CHAPTER IV

RECEIPTS

17. Subject to such general or specific instructions as may be issued in this behalf, it is the duty of the department concerned to see that the dues of the University are correctly and promptly assessed, collected and deposited into the University accounts under the proper head.

18. All moneys received by any officer or servant of the University to the credit of the University account must be deposited in the Bank without delay.

19. Moneys received without proper authority to the credit of the University account and which do not relate to or form part of the approved receipt of the University shall not be accepted and credited in the University account.

20. Receipts will ordinarily be realised in legal tender (coin or currency notes) only. Cheques payable on demand including crossed cheques and demand drafts may be accepted at the discretion of the Head of the Department. Until, however, a cheque has been cleared, the University will not admit that a payment has been made, and consequently final receipts will not be granted until realisation of cash value of such cheques. Provisional receipt will also carry the enfacement 'subject to realisation from the Bank concerned'. Outstation cheques shall not be accepted at the counters in payment of dues by the students.

21. Any officer or servant of the University receiving money must give the remitter a receipt in form A.R.-1. The officer should satisfy himself/herself at the time of signing the receipt that the amount has been entered in the Cash Book.

Not more than one receipt book should be brought into use at a time.

22. All receipts granted for the money received shall be signed by the Cashier or the Accountant and the Head of the Office (Asstt. Accounts Officer in case of Finance Section) excepting receipts below Rs. 50/- which may be signed by the Accountant or the Cashier.

Note :- This does not apply to fee receipts issued by the counter-clerks.

23. The receipt books will be supplied with foils in duplicate. The duplicate copies shall be made out with copying pencil by using carbon paper of double-side variety. The original copy shall be given to the payer and carbon copy retained as office copy.

24. Books of receipt forms shall be obtained from the University Press. All the books will be machine numbered. The books on receipt will be entered in a stock register after the same has been carefully examined to see that the number of forms contained in each is intact. A certificate of count shall be recorded on the fly-leaf in the following form :

Certified that I have counted the pages of receipt book and it contains Pages (serials from to)

Countersigned

Asstt. Accounts Officer

Accountant (Counters)

The receipt and issue of receipt books shall be watched through the stock register.

25. The blank receipt books and the used receipt books shall be kept under lock and key in the personal custody of the Asstt. Accounts Officer. The used receipt books shall not be recorded unless they have been examined to ensure that all items for which receipts were issued were duly brought to account. While recording the duplicates, the following certificate shall be recorded on the fly-leaf ;

(i) I have personally satisfied myself that all moneys for which the receipts (nos to) were issued, have been duly brought to account.

(ii) Receipts Nos to have been cancelled..

Countersigned

Asstt. Accounts Officer

Accountant (Counters)

26. The issue of receipts for money by any employee of the University otherwise than in accordance with these rules is strictly prohibited and will be treated as a serious offence calling for severe disciplinary action.

27. Money received shall be deposited in the Bank with a chalan to be prepared in duplicate, which shall show clearly the full particulars of the money. Every chalan shall be in form A.R.-2 and shall be signed by the Head of Office or other officers to be nominated by the Registrar. One

copy of the chalan shall be retained by the Bank and the other copy duly receipted will be returned to the remitter.

Note :- This rule does not apply to collections made by the Finance Section for which separate rules have been framed.

CHAPTER V

CARRIAGE OF CASH

28. Only responsible persons shall be entrusted with the carriage of University money. For this purpose the term "responsible person" shall include the following University employees subject to the limits specified in each case upto which money should be entrusted to them :

- (i) A permanent peon with 20 years service or less upto Rs. 200/-;
- (ii) A permanent peon of over 20 years service Rs. 500/-;
- (iii) A peon who has furnished security of not less than Rs. 50/- or two permanent peons with more than 20 years service upto Rs. 1,000/- ;
- (iv) Two peons who have furnished security as in clause
- (v) above or a subordinate official in permanent service of the University of not less than 5 years standing whose pay is Rs. 75/- p.m. or over, upto Rs. 2,000/-;
- (vi) An official in permanent service of the University whose pay is not less than Rs. 100/- p.m. and a permanent peon of 20 years service or more in all other cases.

Except as provided above temporary peons or officials shall in no case be employed for the carriage of University money.

29. The cash coming from and going to Kamachha, when the amount be considerable (over Rs. 5,000/-), shall be carried in the University car or in a truck of the Public Works Deptt. or the school bus or taxi or any other fast conveyance with suitable number of peons and subordinates.

The collections at Kamachha shall be heavy on the 1st and 15th of each month. It is desirable that all the institutions, may bring their cash realisations on these dates by one of the school buses which may pick up the staff of each institution at their respective institutions.

30. For the carriage of cash a register shall be maintained in form A.R.—3.

31. It shall be the responsibility of the Head of Office to see that the money is safely deposited by the carriers within a reasonable time. In case

of undue delay an inquiry shall be made by the Head of Office. Cases of inordinate delay shall immediately be reported to the Pro-Vice-Chancellor on telephone and thereafter confirmed in writing.

CHAPTER VI

PAYMENTS

32. All payments other than those made from the imprests shall be made by cheques.

33. All payments shall be supported by voucher. All vouchers shall be filled in and signed in ink. The amount of each voucher, shall be written in words as Tell as in figures ; as illustrated below :

“Rupees twentysix only” “Rupees twentyfive/31 nP.”

Care should be taken to leave no space for interpolation.

34. All bills shall have written across them in words using, the next higher full amount in rupees, for which they are drawn for payment. The Drawing Officer will be held personally responsible for the accuracy of all the entries in a voucher which shall be so made as not to lend themselves for fraudulent manipulations.

35. All corrections and alterations affecting amounts of the bills either in words or figures shall be attested by the drawing officers, by their full signature with dates and not merely by initials.

Any correction or alteration in the orders of payments passed by the Finance Section shall also be attested similarly.

36. No voucher or document bearing an erasure shall be accepted and payment of such vouchers should be refused by the Finance Section and a fresh voucher called for.

37. The correct head of classification and reference to the order sanctioning the charge with full details shall be recorded Ai I on each voucher by the drawing officer.

Charges debitable to two different major heads shall not be included in one voucher.

38. No payment shall be made on a voucher or order signed by any person other than the Head of Office.

No moneys shall be paid on a voucher or order signed with rubber facsimile stamp. Full dated signature in ink only is to be admitted as authoritative.

39. Date of payment shall be noted by the payee in their acknowledgements in sub-vouchers, acquittance rolls etc. If for any reason, such as, illiteracy, it is not possible for the dates of payment to be noted by the payees, the dates of actual payment, shall be noted by the disbursing officer, on the documents, under his/her own initials.

40. All bills or vouchers including sub-vouchers shall be stamped, 'paid' or so cancelled that they cannot be used a second time. Revenue stamps affixed to vouchers must also be so cancelled that they may not be used again. The cancellation shall be done by the Finance Section and not by the departments.

It may be cancelled by means of a rubber stamp or by an endorsement in red ink across the voucher, the cancellation being initialed by the sectional Superintendents.

CHAPTER VII

CASH BOOK

41. A Cash Book in Form A.R.-4 shall be maintained in every office for recording, in separate columns, all moneys received and their subsequent remittance to the Finance Section or the Bank as well as moneys received from the Finance Section or Bank, either through bills or by cheques and their subsequent disbursement.

42. The Cash Book shall be closed, balanced and signed by the Officer-in-charge/Superintendent Finance (A) Section each day. The book balance at the end of the month, shall be verified physically with the balance of cash in hand and a certificate to that effect recorded in the cash books in the following forms :

Cash counted and found to be Rs (in words)

Principal/Head of Office/Asstt. Accounts Officer.

43. The money in the custody of a college, department or an office shall be kept in a chest (preferably double locks). The departmental key shall remain with the officials who handle cash and they shall be personally responsible for the money in their charge until it has been deposited in the Bank. i Whenever the cash in chest exceeds the security of the Cashier, Accountant, etc., one key of the chest shall be kept by the Asstt. Accounts Officer in case of Central Office (Finance Section) and the Head of Office in other cases and the cash chest shall be opened and closed by the cashier or the Accountant in the presence of that officer.

44. The duplicate key of the treasure chest shall be placed in the custody of the Registrar under the seal of the Asstt. Accounts Officer or the Head of Office concerned. For this purpose a duplicate key register shall be maintained in form A.R.-5.

In April each year the packets of duplicate key will be sent for from the Registrar. The Heads of Offices shall examine their packets, seal them afresh and send them to the Registrar after certification. The fact of the verification shall be recorded in the register, in the following form :—

“Certified that I have personally verified the statement of keys and found it to be correct”.

CHAPTER VIII

CHEQUES

45. Each cheque book shall be kept under lock and key in the personal custody of the drawing officer.

On receipt of the cheque books from the Bank, cheque forms shall be carefully counted and a count certificate shall be recorded on the fly leaf by the drawing officer in the following form :

Certified that I have personally counted the Cheque forms and the book contains forms (Nos to).

Drawing Officer.

46. The loss of a cheque book or blank cheque forms shall be notified promptly to the Bank.

47. Every cheque shall be made payable to “order” only. Cheques payable to “bearer” shall not be issued.

48. All cheques shall have noted across it “under Rupees only” showing the nearest higher complete rupee for which the cheque is drawn payable. No abbreviation such as “eleven hundred” for “one thousand one hundred” shall be used.

Note :— In drawing or cashing a cheque ; it should be remembered that words and letters are liable to be fraudulently altered. For instance the word one can be changed into four : by prefixing one ‘f’ and changing the ‘e’ into ‘r’ the figure is easily liable to be altered for a higher figure. The word ‘twenty’ if written carelessly, can be easily changed to ‘seventy’.

49. No cheques shall be signed unless required for immediate delivery to the payee or be drawn in favour of a person other than the actual payee.

50. All corrections and alterations in cheques shall be attested by drawing officers by their full signatures.

51. Cheques shall remain current for six months from the date of issue.

52. If the currency of cheque should expire owing to its not being presented within six months from the date of its issue, it may be redated on presentation by the payee provided it is found to be in order in all other respects. The corrections in dates shall be attested by full dated signatures of the issuing authority and a note to this effect shall be recorded against the original entry. In other cases it shall be received back by the drawer who shall then cancel it and draw a new cheque in lieu thereof. The fact of cancellation and the number and date of the new cheque shall be recorded on the counterfoil of the old cheque and the number and date of the old cheque that is destroyed -shall be entered on the counterfoil of the new one.

Note :— The fact of a new cheque having been issued should be entered on the date of issue, in red ink, in the cheque register but not in the columns for payment, a note being made at the same time against the original entry in the Cheque Register.

53. When it is necessary to cancel a cheque, the cancellation should be recorded on the counterfoil, and the cheque, if in the drawer's possession, should be cancelled. If the cheque is not in his/her possession, he/she should promptly request the Bank to stop payment of the cheque and on ascertaining that payment has been stopped, he/she shall make necessary entries in his/her account and shall write back the entry in his/her cash book by showing the amount of the cheque as reverse entry in the 'Bank' column. A counter-reference shall be given in the cash book ; against the original entry to the second entry of the cheque.

54. If a cheque is reported to have been lost by the payee, the drawing officer shall address the Bank requesting for a nonpayment certificate and instructing stoppage of payment if the cheque is presented for payment in future.

On arranging the above routine safeguards with the Bank the drawing officer will enter in his/her account, the original cheque as cancelled and a new cheque shall be issued in lieu thereof in the same manner as explained in paragraph 52.

55. If a fresh cheque is not issued in place of the lost cheque the procedure laid down in para 53 shall be followed.

56. Not more than one cheque book should be brought into use simultaneously, at any time.

57. A cheque remaining unpaid for any reason for 12 months or over from the date of its issue, shall be cancelled. The amount of such cancelled cheques shall be written back as laid down in paragraph 53.

58. Cancelled cheques shall be carefully retained until the accounts for the period to which they relate have been audited, when they shall be destroyed in the presence of the Internal Audit Officer who shall certify upon the counterfoils that the cheques have been so destroyed.

CHAPTER IX

SECURITY DEPOSITS

59. Cashiers, Accountants, Store-Keepers and other subordinates, entrusted with the custody of cash, stores, or other valuables, shall be required to furnish security in all cases.

60. The amount of security shall be fixed at a sum equal to the maximum amount which one has to handle ordinarily at any time. It is the duty of the Head of Office to see that the amount of cash or valuable left in the hands of the University servant never exceeds the amount of security taken, as far as possible.

Note :— The above rules will not apply to salaries/stores in the charge of a University servant. In the case of stores the security to be taken will be a suitable percentage of the maximum value of stores in the charge of a University servant. The amount of security will be fixed by the Registrar on the recommendation of the Head of Office according to the circumstances of each case.

61. If the security is deposited in cash the depositor should be advised to invest the moneys in one of the interest bearing securities (for example, in the post office savings banks, when the amount does not exceed the maximum limit for a post-office savings bank account).

62. Fixed deposit receipts of Bank accepted as security shall be issued properly endorsed in favour of the Banaras Hindu University.

The University shall hold the fixed deposit receipt at the depositor's risk and shall not be liable to the depositor in the event of loss of security due to the failures of the bank or other causes, and that if the security is lost for such reasons the loss shall fall on the depositor, who shall furnish fresh security forthwith. In order to obviate the loss of interest to the depositor the Finance Section shall get the receipt renewed at periodical intervals.

63. Ordinarily the whole of the security should be furnished at once -on appointment but the Vice-Chancellor may, at his discretion, permit the security to be furnished in suitable instalments by monthly payments to the credit of such account. An account of payments made shall be kept in Form

A.R.-6. Until the full amount of' the security is made up, the University employee shall comply with one of the following options, viz.

He/she shall bind himself/herself personally and furnish two responsible sureties to the satisfaction of the Vice-Chancellor for the whole of the security.

Or

He/she shall give a fidelity bond of an insurance company approved by the University for the full amount of the required security guaranteeing the University against Asses. In this case the departmental authority should see that he/she pays the premium necessary to keep the policy current, on due dates. If the University servant fails to deliver the premium receipt in time, he/she shall be removed from the post at once.

The securities or the fidelity bond shall be discharged when the full amount of security has been recovered.

64. The security deposit whether in cash or in the form of interest-bearing security shall be covered by an agreement setting forth the condition on which the security is held and may be ultimately refunded or appropriated. Referee to such bond or agreement shall be recorded in the Register of Security Deposit in Form A.R.-7.

65. All securities shall be in the safe custody of Supdt. Finance (A) Section duly recorded in the Register of Security Deposits giving full particulars as to the pecuniary responsibility of the University employee, his/her sureties, and the nature and the value of the security offered.

66. The adequacy of all securities shall be examined every year in May-June, by the Finance (A) Section and a report shall be submitted to the Vice-Chancellor. When it appears that the value of a security has from any cause impaired and it has ceased to be adequate, a note of the result of this verification shall be made in the Register of Security Deposits.

67. The security shall be retained for a period of six months after an University employee has vacated his office. The security bond should be retained for a reasonable period as is decided by the Executive Council according to the circumstances of the case.

Note :— 1. In the case of an University employee proceeding on leave preparatory to retirement the period of six months mentioned in the above rule, will be reckoned from the date of termination of such leave.

2. If an University employee holding a post in respect of which he/she has furnished security, officiates in some other post, the period of six months will be reckoned from the date on which he/she has handed over the charge of the post against which the security was required.

68. Without the order of the Treasurer no security deposit shall be repaid or re-transferred to the depositor or otherwise disposed off except in accordance with the terms of his agreement or bond.

CHAPTER X

PERMANENT IMPREST

69. Imprest advances may be granted by the Pro. Vice-Chancellor or the Treasurer, on the recommendations of the Finance Section, to Heads of Offices or any other officer of the University, to meet emergent petty expenditure before money can be drawn on regular bills. The amount of imprest will be fixed in each case according to the monthly requirements (based on the average of the last six months' figures) of each college or department or office and is intended only to meet emergent petty expenditure of all kinds excepting pay and allowances (including overtime allowance) other than the travelling allowance to peons and orderlies.

70. As the advance involves permanent retention of money outside the accounts, it shall not be larger than is absolutely essential.

71. The advance shall not be multiplied unnecessarily, An officer's advance should meet the needs of every branch of his/her office.

72. The holder of permanent imprest is personally responsible for safe-custody of money placed in his/her hands and he/ she must at all times be ready to produce the total amount of money in vouchers or in cash or both combined.

73. The recoupment of permanent imprest will be made at least once a month or earlier as and when required.

74. The expenditure from permanent imprest shall be accounted for in a separate register (Form A.R.-8).

Note :- The imprest cash shall not be mixed with the general cash of the department.

75. When it is necessary to recoup the imprest, the accountant/ clerk/ cashier will rule a red ink line across the page of the register, add up the several columns and post the several totals on the bill (Form A.R.-9). He will then lay the bill with the sub-vouchers and registers before the Head of Office, who will carefully scrutinise the entries in the register and sign the

bill. The bill shall then be dated and numbered and sent to the Finance Section for preaudit and payment along with supporting vouchers. The fact of recoupment with voucher number and date shall be recorded in the register over the dated signature of the Head of Office.

Below the red ink line an abstract in the following form shall be drawn out and signed by the Head of Office :

- (i) Cash in hand
- (ii) Cash in Bank
- (iii) Vouchers sent for recoupment
- (iv) Vouchers in hand

*Total

*(This total must tally with the total amount of the imprest).

76. In the case of transfer of charge, and yearly, on the 15th April, each officer holding a permanent imprest, shall send to the Finance Section an acknowledgment of the entire amount of the imprest held by him/her as on the 31st March preceeding.

CHAPTER XI

PAY AND ALLOWANCES

77. No change, temporary or permanent, shall be made in the scale of pay of an establishment except with the sanction of the Executive Council.

78. Pay bill of sanctioned establishment shall be prepared. in Form A.R.-10 in two parts – one for permanent and the other for temporary establishment. Against each post shall be shown the names of both substantive and officiating incumbent and against each temporary post shall also be noted the sanction thereto.

Note :- Temporary or officiating appointment made against permanent sanctioned establishment shall be shown under the permanent establishment and not under temporary establishment.

79. Pay bills of establishment duly signed by the Principals of Colleges or other Heads of Offices shall be sent to the Finance Section ten clear working days before the end of the Calendar month to which the claim relates.

80. No pay shall be drawn before the first working day of the month succeeding that during which it has been earned. In the following cases separate bills may be prepared for pay due for part of a month and these bills may be paid before the end of the month. (i) "When the person finally quits the service of the University due to retirement or otherwise or dies or proceeds on long leave to take up service elsewhere. (ii) When the temporary appointment ceases before the end of the month and the person concerned has no substantive appointment in the permanent establishment of the University and there is also no other vacancy to which he/she can be appointed. Note :If the first 4 days of a month are public holidays, payment of salary bill of the staff may be made on the last working day before the holiday. When, however, this has the effect of throwing charges properly to be met from the funds of one financial year to the funds of the previous year the payment will not be made.

81. The pay bills shall be supported, whenever necessary, by an absentee statement in Form A.R.-11.

82. The following instructions shall be observed in preparing the salary bills :

- (i) Deductions on account of fines, provident fund, income-tax, house-rent, water and electric charges and other recoveries, if any, to be distinctly specified, shall be shown in the respective columns provided for the purpose and the amount net payable to each person shall be entered in column 23.
- (ii) When a salary bill is drawn for broken periods of the month, the reasons for doing so, the period for and the date on which it is drawn shall be distinctly entered below the name of the incumbent.
- (iii) The first payment of pay to a University servant or officer after confirmation shall only be made after production of health and other certificates which may be prescribed by the University.
- (iv) Officials absent on leave or on deputation shall be clearly shown as such in the monthly pay bill. This shall also be indicated in the absentee statement along with the acting arrangements that might have been made against such vacancies.
- (v) In the bill for arrears of pay etc. the departments concerned shall mention clearly the reference to the monthly bill from which the charge was withheld or to any other special order granting any new allowance with retrospective effect, as the case may be. Before these bills are passed, the Finance Section shall verify these facts with reference to the original paid bills lying with them and shall record the drawl of arrears in the original monthly bills. A red ink under the dated signature of the Sectional Superintendent.
- (vi) In the pay bill for temporary establishment the orders sanctioning the same shall invariably be quoted.
- (vii) Fixed monthly charges e.g. house rent allowance or any other allowance, given to the University employees to meet any specific charge, shall be drawn in the pay bill along with the pay of the officials concerned.
- (viii) The pay bills shall be signed by the Principals of Colleges/Heads of Offices with their full and dated signatures (both office and fair copies). The officer signing the pay-bill shall personally be responsible for the salaries drawn in the bill.
- (ix) In cases where increments are drawn, the number and date of the orders sanctioning the increments shall be quoted in the bill.

- (x) All changes in respect of pay, leave, increment etc. shall be shown prominently in red ink below the name of the individual concerned.
- (xi) Arrear claims shall be drawn in separate bills and shall in no case be included in the regular monthly bills.
- (xii) The pay of labour gangs and workmen etc. shall be drawn on muster rolls in Form A.R.-12 even if they are employed at monthly rates, as they do not form part of regular establishment.

83. Each college or the Head of Office shall maintain a register in Form A.R.-13 showing the sanctioned strength (permanent and temporary) of each department of a college or office.

84. Salaries drawn and not paid to the person concerned shall be refunded immediately to the Finance Section for being deposited in the suspense account "unpaid salary" after the 10th of each month. The salary where it has not been drawn for a period of 12 months shall be credited to the revenue account of the University.

The Finance Section shall maintain a register in Form A.R.-14 to keep a record of all the undisbursed salary. Payment when made shall be recorded in Columns 7-8 of the Register. Each entry of unpaid amount in this register shall be attested by the Accountant (Establishment). The payment entry shall be attested by the Superintendent.

If in any case, it is not practicable to get the payee's signature on the salary bill, a separate acquittance roll in the following form may be obtained, and attached to the bill, remarks to this effect being made in the last column of the bill.

Acquittance roll of establishment for				
(1)	(2)	(3)	(4)	(5)
Name	Post	Pay	Net amount paid	Signature

85. No officer or person shall receive his/her salary unless he/she has signed receipt for the same. The payee shall be responsible for the payment of stamp duty on the receipt or acknowledgement.

86. The last payment shall not be made to an officer or servant who finally goes out of the University service by retirement, resignation, dismissal etc., or who is placed under suspension until the Finance Section has satisfied itself by reference to records and other connected department etc. that there are no demands outstanding against him/her within a reasonable time.

87. Pay and allowances can be drawn for the day of a person's death, irrespective of the hour at which the death takes place.

88. Pay and allowance on behalf of or deceased officer or servant of the University may be paid without the production of the usual legal authority to the extent of Rs. 500/- under the special orders of the Vice-Chancellor to his/her dependents approved by the . Vice-Chancellor pending necessary enquiry into the right and title of such claimants. The excess over Rs. 500/- may be paid under the orders of the Executive Council with such securities as the Executive Council may require, if the Executive Council is satisfied as to the bonafides and genuine title of the claimant : and it considers that undue delay would be caused by insisting on the production of succession certificate. In any case of reasonable doubt or suspicion payment shall be made only to the person producing legal authority.

Note : – 1: Instructions in paragraph 86 regarding last payment of pay and allowance applies here also.

- 2: The indemnity bond to be executed shall be in Form A.R.-15. The sureties accepted to sign in token of their liability in such bonds should be of proved financial standing to meet the obligation thereunder.
- 3: The indemnity bond executed in such cases must be properly stamped. The death of an employee shall at once be reported to the Vice-Chancellor by the Head of Office concerned.

89. If an officer proceeds on study leave and is entitled to leave salary, he/she shall send each month in advance a receipt for the amount due together with a certificate from the institution that he/she is regularly attending his studies.

Payments to persons on leave, other than casual leave, shall be made on production of the life certificate duly attested by a responsible Officer or Head of Department of the University or a declaration duly certified by him/her in case the claimant is an officer or departmental head of the University, a receipt duly stamped for the amount of salary payable to him and an authority of payment to his authorised agent. No life certificate will be necessary if he/she appears in person for receiving payment.

Note : 1: Authorised agent referred to in the above paragraph includes the Banker authorised by the employee to collect his/her salaries. Payment may be made to the Bank, provided the Bank countersigns the salary bill and sends it to the University office duly receipted and stamped for payment.

- 2: Employees on leave of any kind, shall before payment of their salaries, be made to furnish a certificate to the effect that they have not taken employment of a remunerative character elsewhere, permanently or otherwise, during the period of leave.

90. Advance payment of salaries or wages in whole or in part is strictly prohibited.

91. It shall be the duty of all the Heads of Offices to inform the Finance Section promptly of the demands that may be outstanding against an employee who is expected to leave the service of the University by reason of termination of his/her appointment through any cause or is about to proceed on leave exceeding four months, and the Finance Section will be responsible for recovery of the sum due and shall not make any payment of salaries or any other bill that may be due to him/ her unless a no-demand certificate has been received from all the departments and institutions concerned.

92. The salary of a University servant while on duty shall be exempted from attachment for debt to the extent of :

1. The whole salary where it does not exceed Rs. 100/- monthly ; and
2. One half of the remainder of such salary if it exceeds Rs. 100/-.

Note : – 1. The maximum amount attachable by a Civil Court is calculated on the amount earned and not on what remains after satisfying any debts due to the University on account of advances taken under the rules.

2. Subscriptions to funds recognised by the University, e.g. instalments in repayment of advances from the Provident Fund and recoveries of Income-tax deduction for which details appear in the pay bills, should be excluded from the aggregate amount for the purpose of attachment by a Civil Court.

93. Travelling allowance claims shall be drawn in a separate bill. The payments shall be governed by the rules framed by the Executive Council for the purpose.

CHAPTER XII

STORES

94. The term "Stores" used in this chapter applies generally to all articles and materials purchased or otherwise acquired for the use of University, including not only expendable or issuable articles in use or accumulated for specified purpose but also articles of dead stock of the nature of plant, machinery, instruments, furniture, equipment, fixtures etc.

A stock register for such articles shall be maintained in form A.R.-16.

95. All materials received shall be examined, counted, measured or weighed as the case may be, when delivery is taken, and they should be taken in by a responsible University Officer who shall see that the quantities are correct and their quality good. He shall also record a certificate to that effect. The Store-Keeper receiving the stores, shall give a certificate that he/she has actually received the material and recorded them in the appropriate stock register.

96. A list of empties (e.g. containers, packing cases etc) shall be maintained in a separate register in Form A.R.-61 by every department handling stores. The register shall also show their disposal.

97. The Head of Office or wgiey other officer entrusted with the stores of any kind shall take special care for their safe custody, for keeping them in good and efficient condition and protecting them from loss, damage or deterioration, more particularly for valuable and cumbustible stores.

98. Every officer dealing with stores shall follow the following instructions for keeping proper accounts of stores.

- (i) All receipts of stores shall be entered in the relevant stock books. Each time, when an article is received, it shall be entered in the column of receipt and when issued, in the column of issues in the Stock Register. The balance after each transaction shall be struck and recorded in the column "balance".

Note : – (a) For the purpose of this rule, articles issued also include articles condemned as unfit for use etc. and written off.

- (b) This does not apply to issue of small quantities of chemicals etc. for day to day requirements.
 - (c) Each article should be allotted separate accounting page. Articles of different nature should not be mixed up and accounted for on - one page.
- (ii) Before a bill for articles received is passed for payment the officer concerned shall see that the articles ordered for have been actually received and entered in the appropriate stock books and that a reference to the entry in the register is noted in the bill. He/she shall also put his/her dated initials in Stock Book in token of this check.
- (iii) All issues shall be made on indents duly approved by the Head of Office. The indent shall be made out in Form A.R.-17 in triplicate with carbon. Two copies of the indent duly receipted by the receiving department shall be sent to the store keeper who shall keep one copy of the indent and the other copy shall be returned to the indenting department duly initialled by the stores clerk in token of the issue of articles indented for.
 Out of the two copies with the stores clerk one shall be kept on record in support of the issues made and the other shall be handed over to the Internal Audit Officer on demand for verification of credit for stores in recipients' accounts, if maintained separately.
- (iv) The actual quantity issued shall be noted on the indents under the dated initials of the issuing clerks. These indents shall, after the issue of articles, be posted in the relevant stock books chronologically every day and suitably preserved and filed by the stores clerk till they are weeded out under the rules.
- (v) The Head of Office shall cause the issue of articles checked by some responsible officer from the indents once in a month. The Checking Officer shall sign the issue entries in the stock register in token of his/her check.

99.

- (a) A physical verification of all stores shall be made at least once in every year in the presence of the officer responsible for its custody and all discrepancies and shortages should be recorded immediately for further action. A list of unserviceable and useless articles should also be prepared for condemnation. The verification shall not be entrusted to a person :

- (i) Who is the custodian, ledger-keeper or the in-charge of stores or who is a nominee of or employee under the aforesaid person.
 - (ii) who is not conversant with the classification, nomenclature and technique of the particular class of stores to be verified.
- (b) The verification should never be entrusted to low paid officials. In the case of large and important stores it should be entrusted to a responsible officer who is independent of the officer incharge of stores.
- (c) A certificate of verification of stores with its result shall be recorded in the stock book itself under the dated and full signature of the verifying officer. For this purpose some pages shall be provided in the beginning of the stock book.

100. Stores which are reported to be obsolete, surplus or unservicable shall be disposed off by sale or otherwise under the orders of the competent authority. For this purpose a survey report shall be prepared in Form A.R.-18 which will be placed before a committee consisting of the Head of the Deptt., Principal of the college (or Registrar in case of Central Office) and an expert member (such as Executive Engineer in case of furniture). This committee shall examine the articles and record the reasons in full for condemning them and how the condemned articles are to be disposed off i.e. whether by sale, public auction or otherwise. The Head of Office shall record full particulars regarding all condemned stores and watch their disposal, through a separate register in form A.R.-19.

After the write off has been sanctioned by the competent authority, the articles written off shall be shown as issued in stock register quoting sanction number and date and the correct balance struck in the register under dated initial of the Head of Office.

101. All stores found in excess of the book balance in the ,course of physical verification etc. shall immediately be shown as receipt in the stock book under the dated initials of the Head of Office.

102. When stock materials are sold to public or any other department or authority at their full value, a suitable percentage shall be added to the book value (i.e. cost plus incidentals) to cover charges on account of supervision, storage etc. For this purpose 5% supervision charges may be levied over the book value of stock articles.

103. Each unit of Department having or dealing with stores shall maintain separate stock books for equipments and consumable articles, in respect of the stores in its possession. These stock books shall be checked with reference to the stock books of the Stores Department i.e. issue shown in the stock book of the stores department against the particular unit of that department should tally with the figure of receipt shown in the stock book of that particular unit. Discrepancies between the two figures shall be investigated immediately and corrected under the orders of the Head of Office.

CHAPTER XIII

PURCHASES

104. Save as otherwise provided, all purchases in the University shall be made by the Central Purchase Organisation.

105. The purchase organisation shall consist of an Officer called the Purchase Officer and a number of store keepers, clerks and accountants to keep proper accounts and record.

106. Purchases shall be made in the most economical manner in accordance with the definite requirements of each department. Stores shall not be purchased in small quantities. Periodical requirements must be foreseen and the purchases arranged accordingly. Care shall be taken not to purchase stores much in advance of actual requirement, if such purchase is likely to prove unprofitable to the University.

107. Purchase orders shall not be split up to avoid the necessity of obtaining the sanction of higher authority or to bring it within the amount of their sanctioning powers, with reference to the total amount of the orders.

108.

- (i) Purchases below Rs. 25/- in each case may be made by the Heads of Deptt. at their discretion out of the permanent imprest after obtaining local quotations as far as possible, except in case of petty purchases.
- (ii) Purchases exceeding Rs. 25/ but not exceeding Rs. 250/- shall be made by the Purchase Officer at his discretion after obtaining local quotations from at least 3 suppliers.
- (iii) All purchases exceeding Rs. 250/- shall be made only after it has been approved by the Purchase Committee.

109. Each Head of Office or Department shall estimate his requirements in respect of the articles necessary for the ensuing session, in April and send an advance requisition to the Purchase Officer by the end of April every year. A supplementary requisition may be sent by the end of December, each year.

In this requisition the indenting department must furnish the purchase office with an estimate of departmental requirements for various commodities over a period of atleast 6 months, if not for a year.

110. The estimated requirements should be signed by the Principal or Head of Office and must invariably give the following details :

- (a) Complete specification with fullest possible details ;
- (b) Number, weight or quantity required ;
- (c) Names of the possible dealers or suppliers from which the supply could be had, as well as the name of the original manufactures, if known.
- (d) availability of funds and the budget head to which the charge is to be debited ; and
- (e) Preriod (date and time etc) by which the supply is needed.

111. On receipt of the supply from the Purchase Section the same should be acknowledged immediately and suitable action taken for book adjustment of the cost thereof and its entry in the stock book.

CHAPTER XIV

BOOK ADJUSTMENT

112. Monetary transactions between two departments of the University shall be effected only by book adjustment and not in cash. The following procedure shall be followed

- (i) The supplying department shall prepare a bill in quintuplicate for the services rendered or supplies made and send four copies thereof to the indenting department.
- (ii) The indenting department shall check the bill and return three copies thereof to the supplying department after endorsing the following remarks (on all the three copies) duly signed by the Principal/Head of Office.

“Debit for Rs. accepted. The requisite provision exists in the budget and the amount may be adjusted under the head . in the accounts of the year

Principal/Head of Office”

- (iii) The supplying department shall retain one copy of this certificate and forward the other two copies to the Finance Section for effecting adjustment.

Note : – It will facilitate matters and save clerical labour if all such bills are collected by the departments and sent to the Finance Section once every month for adjustment.

- (iv) On receipt of the request for adjustment, the Finance Section shall carry out the routine checks, adjust the amount and forward one copy of the accepted bill along with details of adjustments made to the Internal Audit Officer and simultaneously inform the departments concerned of their having done so. The Internal Audit Officer will then arrange to check the stock entry in the recipients books in respect of such articles on his visit to the department concerned.
- (v) The supplying department shall maintain a ledger in Form A.R.-20. It shall record the particulars of the supply or service rendered to different departments along with its monetary value and shall watch the recovery of the cost through this ledger. A separate page shall be allotted to each department in the ledger.

113. Regular and chronic delays in the acceptance of debit by the indenting department shall be brought to the notice of the Vice-Chancellor for suitable action, by the supplying department. Similar action shall be taken for delays in adjustment by the Finance Section.

114. All book adjustments shall be carried out before the close of the accounts of the particular financial year.

CHAPTER XV

ANNUAL BUDGET, SUPPLEMENTARY DEMANDS, REAPPROPRIATION ETC.

115. It is very important that the estimate of the annual receipts and expenditure of the University should be framed, as accurately as possible, and submitted to the proper authority on the dates fixed. Due care must be taken by all concerned to exhibit in their estimates a correct account of the estimated receipts and expenditure.

116. It is incorrect budgetting to omit or postpone charges that are inevitable and it is worse to provide for receipts and expenditure that are not definitely expected.

117. In framing the budget estimates the estimating authorities should exercise utmost foresight. All items of receipt and expenditure that can be foreseen should be provided for and care should be taken to see that the provision is included under the proper heads.

An exhortation to show foresight is not an invitation to provide for additional items of expenditure without justification. While provision should be made for all items of expenditure that can be foreseen, it is essential that the amount of the provision is restricted to the absolute minimum necessary.

Note : - A reasonable amount may be provided by the Finance Section for unforeseen expenditure.

118. The following time-table is fixed for the preparation, scrutiny, final approval and despatch of the budget estimates.

October 1st week

Estimates of the departments to reach the Finance Section.

*Note :-*The Finance Section shall start scrutiny of each department's budget as and when received and obtain the tentative approval of the Treasurer in each case individually. It should not be allowed to accumulate for submission in bulk.

November 4th week	Scrutiny of budget to be completed by the Finance Section and tentative budget to be submitted to the Treasurer.
December 1st week to December 2nd week	Discussions of the budget by the Treasurer with the Heads of Offices and other authorities. Changes shall simultaneously be made in the draft budget as a result of those discussions.
December 4th week	Submission of draft budget to the Vice-Chancellor for approval. Changes to be made as a result of the Vice-Chancellor's scrutiny and orders.
January 2nd Week	Despatch of Budget for cyclostyling.
February 2nd Week	Finance Committee meeting to consider the budget.
February 4th week	Executive Council meeting to consider and approve the budget.
March 1st week	Despatch of budget to the Press for printing.
March 4th week	Despatch of printed budget to the departments. In case of any delay the departments shall be informed of their provision individually before the 1st April without fail.

The various departments of the University shall take care to observe the dates fixed for the submission of budget returns. They will take up the work early and proceed to prepare their returns bearing in mind the instructions contained in the succeeding paragraphs.

119. The following instructions shall be carefully observed in preparation of the detailed estimates :

- (i) The budget shall be divided into the following four sections, independent of each other :
 - (a) Normal Budget (General Fund) dealing with the block grant and other general receipts and expenses of the University.
 - (b) Ear-marked (special) Fund Budget dealing with receipts and expenses of special ear-marked funds.
 - (c) Development Budget dealing with the receipts and expenses out of the special grants given for various development projects.

(d) Debt-Deposit Budget dealing with receipts and expenses out of loans, provident funds and other deposits etc.

- (ii) The estimates should be prepared on the basis of what is expected to be actually received or paid (under proper sanction) during the ensuing year including arrears of previous years and not only for the demand or the liability falling due within the year. In no case should merely the net receipts or net charges be entered instead of the gross transaction in full.
- (iii) No item of expenditure should be provided for, which is not covered by sanction either general or specific. If any provision be considered necessary for an unsanctioned item it should be included in a separate statement (New Expenditure) and on no account the expenditure connected therewith should be included in the regular expenditure.

The term “new expenditure” applies not only to expenditure on all new services the provision for which has not been previously included in the sanctioned grant or appropriation but also to new items like those involved in additions to or extensions of an existing service commitment or facility e.g. provisions for new buildings, new roads, additions to existing establishments, grants-in-aid, including those the sanction for which expires with the close of the financial year and which are to continue during the next financial year.

- (iv) In framing estimates for sanctioned establishment whether permanent or temporary the full amount of pay including increments which is likely to be drawn by men on duty during the year should be provided for. Suitable provision should be made for leave salary both of officers and establishment on the basis of past actuals, regard being had to any known factor which may affect the past actuals. Provision for those who are on deputation or otherwise absent and unlikely to return to the strength within the period of the budget should be excluded.
- (v) No provision should be made for posts which it has been decided to leave unfilled. If, however, it is desired to revive any of these posts, previous consent of the Vice-Chancellor should be obtained before including any provision in the estimates on this account.
- (vi) For all fixed recoveries and fixed payments (other than establishment charges) the sanction fixing the amount should be quoted.
- (vii) For fluctuating charges such as lab. expenses, travelling allowances, contingent charges, official postage and the like, a brief explanation of any abnormal variation shall be given.

- (viii) The estimate of receipts and varying charges is normally to be based on the average of the three years figures. The average is only a guide, it should not be taken absolutely.
- (ix) Calculation of fixed revenue should be based on actual demand including arrears and probabilities of realisation during the year. The arrears and current demand should be separately shown and reasons given if full realisation cannot be expected.
- (x) Each department must estimate for all the receipts and charges with which it deals finally.
- (xi) No lump sum provision should be made in the budget, except under definite orders.
- (xii) Provision for losses should not be made in the estimates. If, however, the nature of the work of a department is such that some losses must be regarded as inevitable each year, provision may be made with the special sanction of the Executive Council in each case.
- (xiii) Fixed charges are not to be taken as fixed for all times. They, must be carefully reviewed, especially expenditure on supplies and services, and contingencies, as the time of preparation of the budget is the most convenient time for suggesting economies.
- (xiv) Estimating authorities should explain clearly, in the column provided, material variations between the revised estimate of the current year and the budget estimate of the coming year. Any supplementary or additional grants sanctioned after the passing of the budget for the current year should be indicated, quoting authority.
- (xv) In case of expenditure which are met partly by Government and partly by the University or partly or wholly out of endowments etc. the explanatory column should specify the estimates classified according to the source or sources from which the expenditure is proposed to be met.
- (xvi) In regard to capital expenditure, the following further instructions shall be observed :
 - (a) Proposals may first be submitted to proper authorities for incurring capital expenditure, indicating the total amount involved and the number of years in which the outlay is proposed to be spread. After the proposal is sanctioned, the amount required for actual expenditure during the particular budget year may be intimated to the Finance Section. On its final approval, efforts should be

made to spend the amount during that year. Any unspent balance will lapse at the close of the year unless it is got provided for again in the next year with reasons for its non-utilization in the previous year. For example, if the S. S. Hospital desires to purchase equipments worth Rs. ten lacs for its expansion, the scheme with details and justification should be submitted to the appropriate authority for acceptance. On receipt of this acceptance they should decide the amount they actually want to spend during a particular year say 1960-61. Their requirement will be included in the budget of that year and if accepted by the Finance Committee and Executive Council, the hospital authorities will be asked to proceed with the work of utilisation of the grant approved (say Rs. 2 la,cs). If a part of this sum of Rs. 2 lacs remains unspent at the close of the year that amount will not be available automatically for utilisation next year. A fresh provision therefor along with the amount of the second instalment of expenditure will have to be got approved again and provision made in the budget before any amount can be spent.

- (b) In respect of the expenditure on buildings etc., concerning P.W.D. the departments - will first submit their schemes to the P.V.C. or V.C. to obtain formal administrative approval on receipt of which they may request the Public Works Deptt. to prepare designs and estimates etc. and obtain technical sanction of P.V.C. All such requests will be consolidated by the Officer on special duty (P.W.D.) who will then submit to the Finance Section detailed proposals for inclusion in the budget. Individual requests by the departments, in this behalf will not be considered by the Finance Section and the department should not, therefore, include such items in their regular budgets to be submitted to the Finance Section.

While submitting requests for making provision for such capital expenditure the Officer on Special duty (P.W.D.) should invariably indicate the total amount sanctioned, the total expenditure incurred to the end of the previous year, amount provided for in the current year's budget, the amount required for the next year and the balance to be asked for in future years.

Note : – These instructions do not apply to the expenditure out of earmarked (special) funds, Development grants, loans aAid Debt-Deposit Funds, which shall be regulated according to the specific procedure prescribed in each case.

(xvii) The statement of “new items” should clearly show separately :

- (a) Schemes which have already been sanctioned subject to provision of funds in the coming year ; and
- (b) Schemes which have yet to be examined. The estimates under this head should contain full explanations with all details and a statement of the cost (recurring and non-recurring) that will be incurred both in the budget year and later years. In the case of recurring expenditure, the estimated cost in the budget year and the ultimate recurring cost should be given. In the case of non-recurring expenditure which will be spread over a number of years, the expenditure in each year should be given.

120.

- (a) The revised estimates should be an estimate of the probable income and expenditure of the current financial year. The preparation of revised estimates should always precede an estimate of a future year. A revised estimate should be framed in the light of :
 - (i) actuals so far recorded in the current year ;
 - (ii) the actual of the same period of the last and previous years ;
 - (iii) the 12 months actuals of the last and previous years ;
 - (iv) orders already issued about contemplated appropriation or re-appropriation or any sanction to the expenditure ; and
 - (v) any other relevant facts.

Any information required from the Finance Section in connection with those estimates shall be obtained from that office separately.

Note : – The “Revised Estimate” is the proper procedure to obtain supplementary appropriation, should such extra expenditure be required. They must be prepared with care so that they closely approximate to the actuals ; their accuracy is important since they serve to indicate alike the closing balance of the year and the approximate amount of the funds which must be provided for the coming year.

- (b) The following time table shall be followed for the revised estimates :

July 2nd week	Intimation by the Finance section for submitting proposals.
July 4th week	Receipt of proposals from the departments.
August 2nd week	Scrutiny by the Finance Section.
August 3rd week	Approval by the Treasurer and the Vice-Chancellor.
September 3rd week	Approval by the Finance Committee.
September 4th week	Approval by the Executive Council and despatch of intimation to the departments

- (c) On receipt of an application for a supplementary grant, the Finance Section will review the position of actuals and estimates for previous years. If after this examination the Finance Section comes to the conclusion that it should be possible to meet the expenditure within the sanctioned grant either from normal savings or by special reappropriation or in the last resort, by judicious postponements of other expenditure it shall take orders of the Vice-Chancellor and the department be so informed. No supplementary demand will in that case be presented to the Finance Committee. If, on the other hand the Finance Section considers that a supplementary grant will be necessary, or a demand is for a new item of expenditure, a demand will be placed before the Finance Committee as soon as possible. No expenditure shall, normally be authorised unless the supplementary grant is sanctioned by the Finance Committee.

121. The Heads of the various Departments of the University should see that the rules for the preparation and submission of budgets are followed strictly and they should devote their personal attention to the preparation of budgets.

122. The Budget Estimates of the Departments shall on receipt in the Finance Section be scrutinised individually with a view to seeing :

- (a) that the actuals of the previous year, the budget figures for the current year and the arithmetical calculations are correct ;
- (b) that the pay of the officers and servants of the University are correctly estimated with reference to the sanctioned scales and specific sanctions, if any, of the Executive Council and that provision is made for leave salary and increments falling due within the year ;
- (c) that provision has been made for all sanctioned items of expenditure ;

- (d) that provision has not been included for unsanctioned items ; and
- (e) that necessary provision is made for recoverable items.

123. A consolidated budget estimate for the year shall then be prepared in the specified form. The memorandum appended to the Budget shall explain the special features of the items provided and the important variations between the budget and the revised estimates of the current year and between the revised estimates of the current year and the budget estimate of the ensuing year. It will consist of :

- (i) review of the fiscal administration of the past year ;
- (ii) the financial position for the current year ;
- (iii) the budget estimate for the coming year. Each head of account shall be dealt with separately and the proposals for new expenditure should be explained clearly. The budget estimate as a whole must be analysed to find out first, the extra expenditure over the current year, and striking increases should be examined and explained. The remark must be in the form of a statement.

The consolidated budget 'estimates together with the memorandum shall then be submitted to the Treasurer who shall scrutinise the entire budget and formulate his final recommendations for submission to the Finance Committee through the Vice-Chancellor.

124. The Finance Committee shall consider the budget and shall fix limits for total recurring expenditure and total non-recurring expenditure for the year, based on the income and resources of the University. No expenditure shall be incurred by the University in excess of the limits fixed.

125. The Executive Council shall consider the budget and memorandum together with the final recommendations of the Finance Committee and approve the estimates within the limits fixed by the Finance Committee.

126. No expenditure other than that provided for in the budget shall be incurred by the University without the approval of the Finance Committee.

127. A grant is intended to cover all the charges, including the liabilities of past years, to be paid during a financial year or to be adjusted in the accounts of that year. It is operative until the close of that year and any

unspent balance lapses and is not available for utilisation in the following year.

128. The mere fact that certain expenditure or class of expenditure has been provided for in the sanctioned budget estimates or can be met from the anticipated or actual savings, under any head, is no authority for any officer to incur expenditure without obtaining the sanction of the competent authority, in advance.

129. No expenditure outside or in excess of the budget allotments for the year which cannot be met by reappropriation, shall be incurred by the University without the prior sanction of the Finance Committee.

The Principal or Head of the Department/Office will be personally responsible for any excess over the budget grants.

130.

- (a) A department may find in the course of the year that the expenditure under some subhead is likely to be less than the provision in the budget, The saving may be due to one or more of the following causes :
 - (i) actual postponement of expenditure ;
 - (ii) real savings due to economy ;
 - (iii) and normal savings due either :
 - (A) to original over-estimates ; or
 - (B) to the usual administrative causes ; e.g. casualties etc.
- (b) Saving due to cause (i) should in no circumstance be used for re-appropriation to meet "new items" of expenditure without competent sanction in advance. Unless savings due to cause (ii) have been made deliberately to provide for an unforeseen emergency, they should not ordinarily be utilised in the course of the year for "new item" of expenditure as it is desirable that all such "new items" should be considered together at the time of the preparation of the budget. Saving due to cause (iii) may be utilised by re-appropriation with the sanction of competent authority.
- (c) All anticipated savings should be surrendered immediately they are foreseen without waiting till the end of the year, unless they are required to meet excesses under some other unit or units which are definitely foreseen at the time. No savings should be held in reserve for possible future excesses.

131. It is contrary to the interests of the University that money should be spent hastily or in an ill-considered manner merely because it is available or that the lapse of a grant could be avoided. Grants that can not be profitably utilised should be surrendered. The existence of likely savings should not be seized as an opportunity for introducing fresh items of expenditure which might wait till next year. A rush of expenditure particularly in the closing months of the financial year should be avoided.

132. Reappropriation which implies the transfer of funds from one head to another, or one unit to another within a grant can be sanctioned under formal orders of a competent authority only when it is known or anticipated that the appropriation for the unit from which funds are to be diverted will not be utilised in full or that savings can be effected in the appropriation for that unit. In no case is it permissible to reappropriate from a unit with the intention of restoring the diverted appropriation to that unit when savings become available under other units later in the year.

Any allotment or reappropriation within a grant may be authorised at any time before but not after the expiry of the financial year to which such grant or appropriation relates.

133. An application for appropriation of funds should be supported by a statement showing how the excess is proposed to be met. In all proposals demanding reappropriation, the reasons for savings and excesses of Rs. 500/- or over and the head affected should be clearly stated.

134. Re-appropriation from one revenue head to another or from one revenue head to a capital head or from one capital head to another may be sanctioned by the Treasurer/ViceChancellor in accordance with the powers delegated to him.

135. The progress of expenditure against the budget provision under each detailed head of account will be watched by the Finance Section through a register in Form A.R.-21. The booked expenditure will be scrutinised with vigilance and the probability of excess will be brought to the notice of the Treasurer for his orders. The register should be put up monthly to the Treasurer on 25th of the following month and quarterly to the Vice-Chancellor (on 31st of July, October and January and 30th of April) with a brief note calling attention to items where the probability of excess is indicated.

136. Reconciliation of expenditure is an important part of the budget. For this purpose a statement (in duplicate) showing the receipts and expenditure of a department under the various heads shall be sent by the Finance Section to the department concerned every month. One copy of the same shall be returned by the department concerned to the Central Office after comparing the figures booked in the department and reconciling the discrepancies, if any.

MISCELLANEOUS

INVESTMENT

137.

- (i) A committee consisting of the Vice-Chancellor, the Pro. Vice-Chancellor and the Treasurer shall conduct periodically a review of all unspent or un-invested balances at the credit of any particular trust or endowments or pertaining to any other University account, not likely to be required in the near future, and determine whether it may be invested in one or more of the Govt. Securities for the benefit of the accounts concerned. All such investments shall be entered in the Investment Register (Form A.R.-22) and reported to the Executive Council at short intervals.
- (ii) No sale of any security or shares held by the University or of landed or other immovable property held by the University shall be made except with the approval of the Executive Council.
- (iii) The Treasurer shall have authority to sign all transactions connected with the sue of such securities, shares or properties on behalf of the University and to execute and register documents or assignments in respect thereof according to the directions of the Executive Council from time to time.

SUBSCRIPTION AND DONATION

138.

- (i) All subscriptions or donations and transfers or bequests of properties shall be reported to the Executive Council which will, thereupon, decide how the moneys received or properties so transferred or bequeathed are to be dealt with.
- (ii) All such donations, subscriptions, etc. shall be noted in a register—Donations Register in Form A.R.—23.
- (iii) Where the property given consists of jewellery or valuables or other precious work of art or a relic of historical or special interest, an entry

thereof shall be made in the register of valuables showing the date when and the person by whom the gift was made and the approximate value thereof, including weight, where necessary, and the property shall be kept in an iron safe or in such safe custody as the Vice-Chancellor may direct.

TRANSFER OF CHARGE

139.

- (i) Whenever a change takes place either temporarily or permanently in the personnel of any office of the University, a certificate of transfer of charge shall be given both by the relieved and relieving officers.
- (ii) In cases in which the transfer of charge involves assumption of responsibility for cash, stores etc. the following instructions should be observed :
 - (a) The cash book or imprest account should be closed on the date of transfer and a note recorded in it over the signature of both the relieved and the relieving officers showing the cash and imprest balance and the number of unused cheques, if any, made over and received by them respectively.
 - (b) The certificate regarding the amount of imprest taken over by them may be sent simultaneously to the Finance Section.
- (iii) The relieving officer in reporting that the transfer has been completed, should bring to notice anything irregular or objectionable in the conduct of business that may have come officially to his notice. He should examine the accounts, count the cash, inspect the stores, count, weigh and measure- certain selected articles in order to test the accuracy of the returns. He should also describe the state of the account records.
- (iv) In case of any sudden casualty occurring or any emergent necessity arising for an officer to quit his charge, the next senior officer of the department present will take charge. If no responsible officer is available, the orders of the Vice-Chancellor should be taken.

STAMP REGISTER

140. In order to keep watch over the value of postage stamps expended in the despatch of letters, telegrams, etc. a register of stamps will be maintained in Form A.R.-24 in which the receipt and issue of stamps will be

recorded as they occur. A responsible official other than the despatch clerk should check carefully the stamps on each cover, telegram or parcel and in token of this check each entry in column 7 of Ate register will be initialled by him. At the close of each day the officer-incharge of the despatch section will examine the balance of stamps and initial the entries in columns 8 and 9.

LOSSES

141. The following instructions shall be followed in dealing with the losses (both for capital as well as Revenue accounts) :

- (i) Losses due to depreciation on account of fair wear and tear as well as shortages due to normal functioning of the departments shall be brought to the notice of the Head of Office, who will ensure after suitable enquiries that it is not due to negligence on the part of any official and then proceed as under :—
 - (a) If the article was purchased out of revenue head, he/she will refer the matter to the Finance Section for obtaining write off orders of the Vice-Chancellor.
 - (b) If the article was purchased out of capital head he/she will constitute a committee consisting of himself/herself, the Principal of the college and an expert member (e.g. Executive Engineer in case of furniture, Principal, Engineering College in case of electrical goods etc.) and get the articles examined and condemned by that committee. The recommendation of that committee will then be forwarded to the Finance Section for obtaining write off orders of the Vice-Chancellor.
- (ii) Whenever any loss of stores or other property by embezzlement, fraud, theft, or negligence of any University employee or other causes is discovered, a preliminary investigation shall forthwith be made into the loss by the Head of Office and the result of such preliminary investigation shall be reported to the Registrar who will obtain suitable orders of the Vice-Chancellor and also report it to the Finance Committee and the Executive Council in due course, if the loss exceeds Rs. 50/-. A detailed enquiry shall simultaneously be made by an officer of the University or a special committee appointed for the purpose as may be required by any general or special order of the Executive Council. If the circumstances attending to the loss demand it, or if the Executive Council so desires, arrangement may be made with the Accountant

General for expert examination of accounts by means of special audit. When the matter has been fully enquired into taking due account of the report showing the total money lost, the circumstances in which the loss took place and the steps taken or recommended to recover the money and to punish the offenders and measures taken or proposed to be taken to avoid recurrence of such loss in future shall be submitted to the Executive Council, through the Finance Committee, for orders. The Executive Council may order the amount of the loss to be written off.

- (iii) Whenever embezzlement of University money is discovered, an enquiry shall at once be instituted by or under the orders of the Vice-Chancellor who will also bring the matter to the notice of the Finance Committee and the Executive Council showing the total sum misappropriated or embezzled, its modus operandi, and steps taken to recover the money and punish the offenders.

142. The irrecoverable balance of the sum embezzled may be written off by the Vice-Chancellor if the sum involved does not exceed Rs. 250/- In all other cases the matter shall be reported to the Executive Council for orders.

143. In the case of losses involving reasonable suspicion of fraud or other criminal offence, a prosecution should be attempted unless the legal advisors consider that the evidence available is not such as will secure a conviction. The reasons for not attempting a prosecution should be placed on record in all such cases.

144. In cases where loss is due to delinquencies of subordinate officials and where it appears that this has been facilitated by laxity of supervision on the part of a superior officer, the latter shall be called strictly to account and his/her personal liability in the matter carefully assessed.

145.

- (i) The question of enforcing pecuniary liability should always be considered as well as the question of other forms of disciplinary action. In deciding the degree of an officer's pecuniary liability, it will be necessary to look not only to the circumstances of the case but also to the financial circumstances of the officer, since it should be recognised that the penalty should not be such as to impair his future efficiency.

- (ii) In particular, if the loss has occurred through fraud, every endeavour should be made to recover the whole amount lost from the guilty persons, and if laxity of supervision has facilitated the fraud, the supervising officer at fault may properly be penalised either directly by requiring him to make good in money a sufficient proportion of the loss, or indirectly by reduction or stoppage of his increments of pay etc.
- (iii) It should always be considered whether the value of University property or equipment lost, damaged or destroyed by the carelessness of individuals entrusted with their case should not be recovered in full up to the limit of the University servant's capacity to pay.

146. Steps should be taken to ensure that the University employee involved in any loss or irregularity which is the subject of any enquiry is not inadvertently allowed to retire.

The fact that University servants who were guilty of frauds or irregularities have been demobilised or have retired and have thus escaped punishment should not be made a justification for absolving those who are also guilty but who still remain in service.

147. In all cases of fraud, embezzlement or similar offences, departmental proceeding should be instituted at the earliest possible moment against all the delinquents and conducted upto the point at which prosecution of any of the delinquents begins. At that stage it must be specifically considered whether further conduct of the departmental proceedings against any of the remaining delinquents is practicable. If it is, it should continue as far, as possible (which will not as a rule include fining and sentence). If the accused is convicted the departmental proceedings against him should be resumed and formally completed. If the accused is not convicted the departmental proceedings against him should be dropped, unless the authority competent to take disciplinary action on the case, disclose adequate grounds for taking departmental action against him. In either case the proceedings against the remaining delinquents should be resumed and completed as soon as possible after the termination of the proceedings in the Court.

RECORD OF SERVICE

148. A service book in Form A.R.-25 shall be maintained for every University servant for whom it is prescribed by the Executive Council.

DUTY LIST

149. Each department or office shall maintain a duty list of all employees working in that department or office. The duty list shall be approved by the Head of Office and hung at a prominent place in the office or department.

DATE OF BIRTH

150. Every person newly appointed to a service or a post under University should at the time of appointment declare the date of his/her birth by the calendar accepted by the Govt. of India for their use with confirmatory documentary evidence such as Matriculation Certificate. In the case of persons who are not matriculates, other evidences such as Municipal birth certificates may be accepted. The date of birth, once it is so accepted in the Service Book cannot be altered, except in the case of clerical error, without the sanction of the Executive Council.

151. If the employee is unable to state his exact date of birth but can state the year or year and month of birth, the 1st July or the 16th of the month respectively shall be treated as the date of his birth.

TRANSMISSION OF RECORDS TO RECORDS ROOMS

152. No record which can be transferred to Records Room should be kept in sections. The record should be sent by the sections duly entered in a register in Form A.R.-26 in duplicate, separately, for each class of record. The entries in this form should be neatly written and the items comprehensively described. Special care should be taken to fill in correctly the column relating to the year of destruction. Every file and bundle should be properly bound and. labelled before transmission to the record rooms.

Duplicate copies of Form A.R.-26 received in the record rooms will be bound in the form of a register which will serve the purpose of Index Register. A set of registers may be kept for each year separately. The pages of each register should be serially numbered.

DISPOSAL OF CINDER

153. Tenders shall be invited as usual for disposal of cinders of all departments in the University. On the basis of tenders received one or more contractors shall be appointed to remove the cinder from the University premises at regular and periodical intervals.

The account for the disposal of cinders shall be kept in Form A.R.-27 and the sale proceeds shall be treated as miscellaneous revenue.

CYCLE REGISTER

154. Each department, where there are cycles, shall maintain a register in Form A.R.-28. One page shall be allotted for each cycle.

TYPEWRITER OR MACHINE-CARD

155. For each typewriter or machine, a card in Form A.R. 29 shall be maintained in offices where the typewriters or machines are in use.

AUDIT OF ACCOUNTS BY THE COMPTROLLER AND AUDITOR GENERAL OF INDIA

156.

- (i) The account of the University shall ordinarily be audited under the orders of the Comptroller and Auditor General of India at intervals not exceeding 15 months. The Registrar shall be responsible to see that account and other connected records e.g. final decisions, correspondence with the firms and suppliers, and comparative statements of rates etc. are made available for audit.
- (ii) "Final stock verification reports and the Final Internal Audit report shall first be submitted to the Finance Committee and thereafter the same may be submitted, along with the comments of the Finance Committee, to Govt. Auditors, if and when they ask for it".

157. The objection statements issued by the auditors in the course of audit shall be returned to them promptly and in any case before the close of

audit with notes showing the action taken or proposed to be taken to settle the audit objection over the signature of the audit-in-charge. Replies to objection statements should not be sent by the departments to the auditors direct under any circumstances, whatever.

No comments should be made on the objections raised by the Govt. Auditors on decisions of the Executive Council, and when such observations are received, it shall be brought to the notice of the Executive Council with all relevant facts and reference to rules etc. without expression of any opinion.

158. The results of such audit are usually communicated by the Comptroller and Auditor General or a person authorised in this behalf viz., the Accountant General, U.P., in the form of an Audit Inspection Report, which should be treated as SECRET document till it is finally disposed off.

As soon as the Audit inspection Report is received, replies to the various objections should be prepared and sent within the stipulated period to the Accountant General, U.P. after they have been approved by the Treasurer. On receipt of further audit comments, the points raised should be considered and replied to after having them vetted by the Standing Committee referred to in rule 160(ii). The report shall be placed before the Finance Committee at the final stage for its information and advice where necessary, in the form of a tabular statement giving a full picture of the original objection, replies thereto by the University, further audit comments thereon and replies thereto.

AUDIT OF ACCOUNTS BY THE INTERNAL AUDIT OFFICER

159. In addition to the audit of the accounts by the Comptroller and Auditor General, the Internal Audit Officer will also be conducting regular audits of the accounts. He is also authorised to conduct physical verification of cash and stock. It is imperative that all records should be made available to him without any exception.

160. The following procedure shall be followed in dealing with the reports of the Internal Audit Officer—

- (i) The rough audit note shall be issued by the Internal Audit Officer to the Department concerned direct after showing the same to the Treasurer. If, however, the Treasurer feels that the report contains

something serious or important, extracts there from shall be sent to the Vice-Chancellor also for his information and orders. The Head of Office should see that the objections are removed quickly and a reply is sent as early as possible and in no case later than one month from the date of its receipt.

- (ii) On receipt of replies from the departments concerned, the Internal Audit Officer shall examine the same and prepare his further audit comments and forward the same to the department concerned. Simultaneously a list of all such outstanding unsettled objections ' (including cases where no replies are received within the stipulated period) shall be prepared and placed at periodical intervals before a. Standing Committee to be constituted by the Vice-Chancellor under his own chairmanship. This committee will consider each case in consultation with the Internal Audit Officer and the Head of the Department concerned and issue suitable instructions.
- (iii) The Internal Audit Officer shall act as convener of this committee and decisions arrived at, shall be communicated by him to all concerned for compliance.
- (iv) The final audit report and stock verification report containing important objections and observations together with the action taken thereon shall be prepared from time to time and placed before the Finance Committee as a regular item on its agenda.
- (v) All reports of the Internal Audit Officer shall be treated as SECRET.

Part II

**DEPARTMENTAL
REGULATIONS**

SECTION I

**Rules pertaining to Departments other than
the Public Works Department.**

COLLEGE ACCOUNTS

161. The Principals of Colleges/Heads of the Departments till all be responsible for proper maintenance of all accounts of the College/Departments. He/she should ensure that :

- (i) the prescribed account records (e.g. Cash Book, Imprest-Cash Book, Stock Books, Scholarship Register etc. etc.) are maintained properly and are kept up-to-date.
- (ii) the rules prescribed for maintenance of various records are followed strictly by all concerned,
- (iii) the prescribed returns (e.g. list of students on roll and subsequent changes thereto, list of allotment of students to hostels or lodges) are sent to the appropriate authorities on due dates.

162. Receipts and expenditure on account of students' activities limited to the specific colleges/departments shall be administered by the Head of the institution or other authorities in accordance with the instructions of the Executive Council from time to time. The accounts shall, however, be subjected to audit by the Internal Audit Officer.

163. A Central Store shall be maintained for each department or college according to need and the rules regarding maintenance of stock prescribed in Chapter XII shall be followed strictly.

164. The Sectional Heads shall obtain their requirements from the Central Stores by means of requisitions duly approved and signed by the Head of Office.

165. All materials or articles received from the store in in the laboratory and the issues thereof shall be entered in separate stock books for equipment and consumable goods to be maintained in each laboratory, separately. These accounts will be signed at the end of each month by tile Sectional Head in token of correctness and reasonability of the quantity consumed.

Similarly for each laboratory including research laboratory of students and teachers, an inventory shall be maintained and signed by the sectional head or the laboratory incharge and he/she shall be responsible to keep the inventory up-to-date.

166. Apparatus and equipments temporarily required by the students during the course of experiments shall be issued on requisitions duly signed by the Sectional Head.

A record of such issues to each student shall be maintained separately in a register by the Laboratory Assistant.

167. A record of all breakages or loss suffered by the University due to negligence of students shall be reported to the Finance Section indicating the amount to be recovered from the students for such losses. Such amounts shall be recovered by the Finance Section in cash or from the caution money of the students concerned.

168. The Principal/Head of the Department shall be responsible for any deficiency in the stock under his/her charge which cannot be satisfactorily accounted for.

169. At the close of the financial year the stock book and the inventories shall be checked by the head of the department or any responsible person deputed by him/her who will also verify the book balance with reference to the actual physical balance in hand and record a certificate in the stock book showing that stock and stores have been checked. If any loss or deficiency is discovered the head of the department shall take necessary action as indicated in paragraph 141 *et. seq.*

GAS HOUSE ACCOUNTS

170. A separate stock book shall be maintained for all consumable goods used in the manufacture of gas (e.g. kerosine oil, coal etc.).

171. A simple account in Form A.R.—43 shall be maintained for each operation of the manufacture of gas.

A similar account shall be maintained for the manufacture of distilled water.

172. In the manufacture of gas from kerosine oil, the tar is obtained as a bye-product. This shall be collected in a pit. A simple account of this bye-product (Tar) shall be kept in Form A.R.—44.

173. Sale proceeds of tar shall be realised by book transfer in the case of University departments and in cash in case of other agencies and credited to the miscellaneous income of the Gas House.

SALE OF FORMS

174. All saleable forms shall be printed and serially numbered, An account of such forms shall be kept in Form A.R.—45.

CHAPTER XVIII

ESTATES OFFICE

175. The Estates Officer shall be in charge of the management of landed properties and houses belonging to the University, in or outside Varanasi and shall be responsible for collecting rents and dues, the payments of land revenue and other public charges, the granting of Pattas or Leases or license, if any, and (the obtaining of 'quabuliats' in respect thereof) and doing all other acts necessary for the maintenance, protection and preservation of such properties and the collection of their income. The Estates Officer shall also deal with the legal business connected with the University properties under the direction of the University authorities.

176. The Estates Officer shall maintain a register in Form A . R.-46 of all estates and immovable property (including buildings of colleges, offices, shops, quarters etc.) built out of funds belonging to the University showing how and when each property was acquired, the cost or value thereof, the dates and particulars of the title deeds or leases appertaining thereto, the gross annual income, public charges payable, and net estimated income recoverable every year. The register shall also show whether the property is held under direct management or has been given on lease or is charged with any payment.

177. The Estates Officer shall arrange to keep an account of the income and expenditure of the estates and properties held by the University. Such accounts shall show separately the properties held by the University for general purposes and the properties held in Trust or charged for special objects.

178. Separate detailed account shall be kept for each class of property. For this purpose, the property may be divided into the following categories :-

1. Landed property within the campus.
2. Landed property outside the campus at Varanasi,
3. Landed property outside Varanasi,
4. Buildings, shops and quarters within the campus,

5. Buildings, shops and quarters outside the campus, at Varanasi.
6. Buildings, shops and quarters outside Varanasi,
7. Trees (including fruit bearing trees),
8. Garden produce,
9. Grass,
10. Any other miscellaneous revenue.

Note :- Items 7 to 10 also include the compounds of various colleges, offices, hostels lodges etc.

179.

- (a) The following registers shall be maintained for the purpose of paragraph 178 above :
 - (i) Parjawat Register in Form A.R.-47
 - (ii) Register of lands in Form A.R.-48
 - (iii) Quarter Register in Form A.R.-49
 - (iv) Register of trees in Form A.R.-50
 - (v) Register of house and other properties in Form A.R.-51.
 - (vi) Miscellaneous Revenue Register in Form A.R.-27.¹
- (b) The assessment and realisation of rent or revenue shall be recorded in these registers.

180. In maintaining the above registers the following points shall be observed :

- (a) Arrears brought from the previous year's register shall be checked by the Estates Superintendent and initialled by him/her in token of its correctness.
- (b) All demands for the year shall be noted correctly and verified by the Estates Superintendent under his/ her dated initials.
- (c) The following certificate shall be recorded over the signature of the Estates Officer on the first page of the registers :

"Certified that all the arrears have been correctly brought forward in the new register and no unrealised demand has been left out. The demands noted therein for the current year are correct".

¹(In this register sale proceeds of grass, flowers, garden produce and any other miscellaneous revenue shall be noted).

- (d) Any change in the demand shall be attested by the Estates Officer and the authority for changes noted against each.
- (e) When any amount is found to be irrecoverable sanction of competent authority shall be obtained to write it off and the fact noted in the register.

All entries of realisation of rent etc. shall be carefully compared with the receipt etc. and attested by the Estates Superintendent or Estates Officer.

If any land, quarter, house property, shop fruit bearing trees, grass etc. has not been or could not be given out on rent, specific reasons shall be recorded in the "Remarks" column of the register under the signature of the Estates Officer.

SPECIAL POINTS FOR QUARTERS, HOUSES AND SHOPS REGISTER

- (f) The fixed monthly rent and water rate shall be filled in and attested by the Superintendent. The salary drawn by the occupant shall be shown in the register. The maximum and minimum rent should also be filled in. In case where recovery is made on 101% basis, changes in salary due to increment etc. (with dates) shall be noted and attested by the Superintendent.
- (g) Authority for the rent free occupation of quarter shall be quoted in the register.
- (h) Date of vacation of the building shall be noted in the quarter register.
- (i) The balances outstanding against each occupant at the end of each month shall be worked out.

181. Lands shall be divided into the following categories :

- (i) Lands attached to buildings colleges, hostels, etc.
- (ii) Lands for playgrounds.
- (iii) Lands for gardens.
- (iv) Lands under cultivation.
- (v) Departmental cultivation (Dairy Farm, Agriculture Farm etc.),
- (vi) Other agencies,
- (vii) Waste Land

A record of each class of land shall be kept in Form A.R.-48 which may be bound in a register.

Note : The account may be kept in one register by allotting the required number of pages for each class of land.

182. Land under cultivation shall be divided into suitable number of sectors and each sector subdivided into a number of fields. Each sector and fields therein shall be allotted separate and specific numbers.

183. The Estates Office shall maintain a register of residential quarters belonging to the University in Form A.R.-49. All the particulars required in the prescribed form shall be filled in correctly.

184. Where the houses are occupied by the University employees, the Estates Officer shall send a list of deductions to be made on account of rent and any other charges payable. by the occupant (changes, if any to be communicated by the 15th of every month) to the respective Principals or Heads of Offices who shall deduct the dues from the salary bills of such employees. One copy of the list and changes shall also be Sent simultaneously to the Finance Section.

The recoveries made from the salaries shall be communicated by the Finance Section to the Estates Office by the end of the second week of the month following that in which the recovery is effected. The Estates Office shall then credit the amounts to the accounts of the tenants in the appropriate register.

185. Where a University building or other property is let out to a person not in the service of the University the full maximum rent of that building or property including water rate or other taxes, if any, shall be recovered in advance monthly and such security shall be taken for the payment of charges for the consumption of electric current as the officer-in-charge of the Electric Supply may consider reasonable and sufficient. No (67) electric connection shall be granted till the cost of such electric connection and the security required have been deposited.

Honorary workers will be treated in a similar way except that they may not, at the discretion of the Estates Officer, be - required to make advance payments.

186.

- (i) No occupant of any University residence shall sublet on rent or otherwise use the whole or any part of the premises without the previous permission in writing of the Vice-Chancellor. When such permission has been granted the main occupant shall be responsible for the payment of rent.

- (ii) No occupant of a University residence shall be allowed to make any structural alterations or additions to the house without the previous permission of the Vice-Chancellor and he shall not be allowed to cut down or remove any timber or fruit trees or any other tree in his compound.
- (iii) Where any structural additions or alterations are made or repairs executed without such permission, no deductions shall be allowed for the cost thereof and the tenant shall be responsible for the expense of their removal if such removal is deemed necessary by the Vice-Chancellor.
- (iv) When a tenant proposes to vacate his her quarter he/she should give the authorities fifteen days notice of the date on which he/she will vacate the premises. The Officer-in-charge of Electric Supply shall arrange to examine and take charge of the fittings of the house and report if they are in order. A tenant who vacates without giving such notice shall be liable for the full rent of the house till the end of the month in which he/she vacates the premises and for all electric and water charges payable in respect of the house upto the date on which the authorities are able to take over possession.
- (v) Where a University employee vacates after such notice before the last day of the month owing to his departure on transfer, leave resignation or retirement the demand for rent and other charges for the period of his occupation shall be made at once so that the amount due may be recovered before his/her departure.
- (vi) The quarters shall normally be allotted as soon as they fall vacant or become habitable in the case of new construction/major repairs or at the latest within a week. If delay in allotment is inevitable for some specific reasons the quarter will not be allowed to remain vacant for more than 30 days. All the cases of quarters lying vacant for more than 30 days shall be brought to the notice of the Vice-Chancellor and those beyond 6 months to the Executive Council with specific reasons.

187.

- (i) All trees under the University control shall be numbered and filtered in a register in Form A.R.-50.
- (ii) From the above register all fruit bearing trees shall be sorted out and entered in a separate register in the same form. Sale of fruits, realisation of revenue etc. shall be watched through this register.

188. A record of sale of grass, garden produce, flowers etc. and the realisation of sale proceeds shall be maintained in Form A.R.—27 (Register of Misc. Revenue).

189. No sale of trees, grass or gardens' produce shall be made without the approval of the Estates Officer. Branches of trees falling on account of natural or other causes in far/ remote localities may be auctioned.

190. All lands, trees, furits, grass etc. shall be let out on rent or sold by public auction as far as possible. The auction shall be held in the presence of the Estates Officer after giving widest possible publicity by advertisement, notices, beat of drums etc.

For all sales by public auction a register showing the following particulars shall be maintained :

- (a) Date of auction,
- (b) Lot number,
- (c) Description of the material,
- (d) Approximate quantity,
- (e) Rate (book),
- (f) Book value,
- (g) Name and address of the purchaser,
- (h) Auction bid rate, (69)
- (i) Delivery order number and date,
- (j) Quantity delivered,
- (k) Value,
- (l) Loss or gain on sale,
- (m) Remarks,
- (n) Signature of officer conducting the auction.

All the bids offered at the time of auction shall be noted in a register which may be maintained in the following form :

- (1) Date of auction,
- (2) Lot No. or description of material auctioned,
- (3) Name of person offering the bid,
- (4) Auction bid rate,
- (5) Signature of officer conducting the auction.

Before material is loaded for delivery, the purchaser has to present a Delivery Order, made out by the Estates Officer Or other officer concerned authorising the stores department or the auction yard to make such delivery. The delivery order should show the following particulars :

- (1) Lot number,
- (2) Description of material,
- (3) Purchaser's name and address,
- (4) Approximate quantity in the lot,
- (5) Rate at which sold,
- (6) Value realised,
- (7) Reference to the cash receipt number.

191. For all auctions a register shall be maintained. It shall be signed by the Estates Officer after the completion of each item of auction.

192. A proper lease shall be executed for all land, buildings, shops, etc. given out on rent.

193. Representatives or agents appointed to manage the properties outside Varanasi should be required to submit a detailed account six-monthly or quarterly in respect of the income realised, expenditure incurred and the amount sent to the university. The items of receipt and expenditure shall be scrutinised by the Estates Officer to see that all the realisable revenue or income has been realised ; the expenditure incurred contains only items of authorised expenditure and the amount remitted by the -agent has been actually credited in the University accounts under the relevant heads.

194. In the first week of every month, the Ziledar shall send to the Estates Office a statement in form A.R.-52 for the revenue or income realised by him in the halqua,s under his charge during the previous month. The statement shall be scrupulously examined in the Estates Office to see that the realisable revenue has been correctly realised on the due dates and credited to the University account and no unnecessary or accumulated balances of arrears are outstanding for long.

Special steps shall be taken for the realisation of arrear dues.

195. The Estates Office shall issue bills regarding rent of houses and shops every month and shall get them served on the tenants through the collection agency.

A report regarding bills' issue shall be put up before the Estates Officer in the second week of every month.

196. The Estates Office shall prepare a list of defaulters in Form A.R.-53 at the end of each quarter in July, October, January and April every year and submit it to the Estates Officer for review. The Estates Officer shall take suitable action for the recovery of all outstanding dues.

197. No remission of revenue in respect of the Estates Deptt. shall be authorised unless sanctioned by the Executive Council. Petty remissions of revenue upto Rs. 10/ in individuals cases may be authorised by the Vice-Chancellor in deserving cases.

198. All rent rates and taxes payable by the Estates Office shall be recorded in a register in Form A.R.-54. All payments shall be watched and paid on the due date through this register.

199. For the purpose of keeping a record of all suits in which the University is a party, a register of suits in Form A.R.-55 shall be maintained in two volumes, one for suits in which the University is plaintiff and the other for suits in which the University is the defendant. The particulars of each case shall be entered in the register of suits as soon as a suit is instituted by the University or a notice of the institution of a suit against the University is received by it and further action taken thereon recorded from time to time. The appeals shall be entered on separate pages allotted for the purpose in the register and cross reference quoted. The register should periodically be checked and signed by the Estates Officer and laid before the Vice-Chancellor once every half year for his review and signature.

200. In April every year the property Register maintained in Form A.R.-46 shall be reviewed by the Estates Officer and the verification certificate recorded in Column 16 of this Register.

201. An account of the income and expenditure connected with any property endowed for special purposes shall be prepared separately by the Estates Office and sent to the Finance Section at the end of the financial year for incorporation in the Annual Accounts.

202. At the close of each financial year a consolidated statement of demands, collection, and arrears in respect of each 'property shall be prepared by the Estates Officer in Form A.R. 56 and laid before the Executive Council with a brief note explaining chief points of variation in the demand, collection and arrears.

The statement shall be incorporated in the Annual Accounts.

203. Allotment of residential accommodation will be done by the Estates Department under the orders of the Treasurer. For this purpose they will maintain a register of applications received in which all applications shall be entered strictly in the order of their receipt.

A separate page shall be allotted for each type of quarter and the application shall be entered on proper pages accordingly. Allotments will be done strictly in order of priority. Special and out of turn allotment will not be made except under the written order of the Vice-Chancellor.

204. Rent free accommodation shall be given very sparingly and only to those persons whose presence within the University Campus is essential in the bonafide interest of the University. Executive Council's approval shall be obtained in such cases in advance.

205. Where rent free accommodation is given the employee is expected to live within the campus for efficient discharge of his/her -duties. If, however, the University is not in a position to offer him/her a quarter of his/her grade (or the next lower grade) he/she shall be paid a house rent allowance equal to 10% of his/her basic pay. In case such an offer is made and the employee does not of his/her own accord wish to occupy it, he/she shall not be entitled to any house rent allowance.

206. If a person is occupying a rent free accommodation by virtue of his/her holding a particular post, it shall be incumbent upon him/her to vacate the quarter within a fortnight of his/her handing over charge of that post. Although it shall not be incumbent on the University to provide alternative accommodation, efforts will be made to provide him/her with some sort of quarters which may or may not necessarily be of his/her grade.

In case of failure to vacate the quarters within the 15 days' limit fixed above, the rent to be recovered shall be double the amount of the maximum rent of that quarter and the same shall be assessed with effect from the date of his/her handing over charge (i.e. without giving him/her any benefit of the 15 days' grace time to vacate the quarters)

Note :- Persons referred to in paragraphs 205 and 206 above shall be given preference in allotment of residential quarters.

CENTRAL PURCHASE ORGANISATION

207. The purchase of the various articles needed by the University including equipments, furniture, stationery and consumable stores etc. shall be managed by the Central Purchase Organisation. This section will be directly under the charge of the Purchase Officer who will be responsible for the efficient functioning of the department.

The Purchase Section will, however, not be concerned with the hire of articles for which departments shall take suitable action themselves.

208. On receipt of requisition from various departments intimating their needs, the section will immediately register them in Form A.R.-57 over the signature of the Purchase Officer. These requisitions shall be classified into two categories, namely :

- (i) Common articles which are required by all departments e.g. stationery ;
- (ii) Special articles required by particular departments e.g. printing ink for the Press, bricks for the P.W.D., etc.

In respect of the articles falling in the first category all such requisitions shall be consolidated and the total requirements for the University as a whole shall be worked out for further necessary action according to the rules prescribed in the succeeding paragraphs.

209. After the lists of the articles required, with their full descriptions, have been prepared, the Purchase Officer shall proceed to invite quotations or tenders from as large number of suppliers or dealers as possible (preferably in sealed covers when the supply to be obtained is large).

Tender notices and letters inviting quotations shall specify full details regarding the specification. the amount of earnest money to be deposited as a condition for the consideration of the prices quoted or rates tendered. It shall also be clearly laid down that the tendered rates and quotations shall be current for a specified period – say 3 months – from the date of tender -Ad that the tenderer shall have no right to revise them within the stipulated period on the plea of fluctuation in market rate. The amount of security deposit to be deposited in the event of the tender or quotation being accepted shall also be stated in the notice for tender or quotation. These

provisions regarding earnest money and security deposit may, however, be relaxed in special cases by an express order of the Vice-Chancellor.

210. On receipt of quotations or tenders, the Purchase Officer will get the same tabulated and work out the expenditure involved according to the various tenders.

211. If the total amount of expenditure involved be within the limits of his powers, he shall proceed with the formalities of making purchases forthwith with the help of an expert member, if need be. Otherwise, he will put up all the papers before a standing purchase committee consisting of the following members :

- | | |
|-----------------------------|--------------------|
| (1) Treasurer | Chairman |
| (2) Principal Engg. College | Member |
| (3) Registrar | Member |
| (4) O.S.D. (P.W.D.) | Member |
| (5) Purchase Officer | Member (Secretary) |

Other members may also be coopted on the recommendations of the Chairman for rendering technical advice on specific matters. Generally such advice shall be sought for in case of articles falling under category (ii) of para 208 *ibid*.

Except under unavoidable circumstances the presence of at least 3 members will be necessary to complete the quorum.

Piece-meal purchases with a view to avoiding scrutiny by the Purchase Committee should be avoided at all cost.

212. After complying with the formalities stated above, and subject to the availability of funds with the respective departments, a purchase order shall be issued. The desirability of mentioning the following terms in the Purchase order with a view to avoiding further troubles may be considered according to circumstances of each case.

- (i) The place of delivery should be mentioned clearly e.g. if the stores are needed by one particular department, it will be better if the supply is directed to that department directly instead of obtaining the same at the Central Purchase Stores and then sending the same to the departments concerned. If, however, purchases have been made on behalf of more than one department, it will be necessary to have the supply received at the Central Purchase Stores who will then proceed to distribute the same amongst the indenting departments.

- (ii) The supplier may be told that articles which are not found to be according to the specification given by the University or are damaged will not be accepted and that the supplier will be liable to remove the same from the University campus within 14 days from the date of rejection after which the University will not be responsible for safe custody thereof. It will, however, be open to the suppliers to take back the rejected goods either at the place where it is rejected or at the station of its despatch. In the latter case the supplier shall have to bear packing, carriage, railway freight and all other incidental charges connected therewith.
- (iii) Liability for payment of incidental charges connected with the supply ;
- (iv) Liability for insurance of goods in transit.
If the articles are insured through the University the Purchase Section will be responsible for recovery of the loss, if any, from the Insurance Co. concerned.
- (v) The period within which supply is to be made should be mentioned in the purchase order. For supplies made after the stipulated period, a regular sanction for extension of the period will have to be obtained before making supplies.
- (vi) The desirability of obtaining earnest money or security, deposit from some approved suppliers and introduction of a penalty clause for non-compliance of orders may also be considered.

213. On receipt of the materials in the department or at the Central Purchase Stores the same will be inspected by the Purchase Officer and the coopted expert member concerned or in the absence of the coopted expert member, by another member of the Purchase Committee to be nominated by the Chairman.

214. Articles which are found to be in order and in accordance with the specification, shall be segregated and entered in the Stock Register maintained for the purpose in Form A.R.-16. For the articles rejected, a rejection memo shall be prepared in Form A.R.-58 and despatched to the supplying firm as well as the departments concerned, atonce.

215. After entry of the articles in the Stock Register the Purchase Section shall distribute the same according to the needs of the indenting departments. Simultaneously an entry shall also be made in the register in

Form A.R.-57. The dates on which the same were passed on to the various indenting departments shall also be recorded in the 'Remarks' column. This register shall be reviewed by the Purchase Officer atleast once a week to ensure that there is no delay any where

216. Purchase Section will also maintain a Suppliers' Register in Form A.R.-59 wherein all bills for supplies received from the Suppliers will be entered to their credit and all payments will also be entered as soon as it is made. This register ill be closed monthly and balances will be worked out to ea e the Purchase Officer to see whether the payments or adjustments of advances are being delayed and if so for what reason. A page may be allotted to each supplier and advance paid shall be entered in red ink.

217. The suppliers' bill, for the stores supplied shall on receipt be subjected to thorough check with reference to the records and correspondence on the subject. The bill in proper form, duly numbered and entered in a bill register in Form A.R.-60 shall then be prepared by the Purchase Officer and transmitted to the Finance Section along with the name of the department and the head of account to be debited. The Finance Section shall then issue a cheque in the name of Supplier and send the same to the Purchase Officer for onward transmission to the suppliers. On receipt of the cheque, the Purchase Officer will despatch the same to the firm, under a covering letter noting simultaneously the facts in the register (Form A.R.-59). It would be better if pre-stamped receipts are obtained in advance from the suppliers : otherwise, their receipts or acknowledgement for the payments made should be watched. As soon as it is received the same will be sent to the Finance Section for being attached to the bill.

218. The Purchase Section shall be receiving a large number of empties or containers of different kinds such as packing cases, drums etc. Many of these may be non-returnable while some of them may be returnable or optionally returnable. Such of the containers as are returnable or optionally returnable shall be returned to the suppliers as far as possible and cost thereof which was originally included in the bill shall be recovered from them and credited to the department concerned to whom the debit in respect of the bill was passed on earlier. In respect of the non-returnable empties, all such empties shall be collected and stored in a safe place by the Purchase Section and disposed off in the best manner possible by the Purchase Officer after giving wide publicity and the sale proceeds be credited

to the miscellaneous revenues of the University. For this purpose a register shall be maintained in the Form A.R.—61.

Note :- If some of the empties are needed by any department of the University for use, the same will be passed on to that department for a nominal amount which shall be credited to the miscellaneous revenues by book adjustment in the usual manner.

CHAPTER XX

MEDICAL AND HOSPITAL ACCOUNT

219. The Superintendent, S. S. Hospital shall be in general charge of all activities in the hospital and shall be responsible for its efficient management and maintenance of proper accounts of the hospital.

220. The hospital shall consist of two main departments, viz.

- (1) Out-door patient department,
- (2) In-door patient department.

221. The Hospital shall maintain the following records in each, of the out-door and in-door patient department :

Out-door patient department

- (i) Diary register of out-door patients (Form A.R.-62),
- (ii) Medicines stock and consumption register (Form A.R.-63),
- (iii) Requisition book for drawing stores, (Form A.R.-64).

In-door patient department

- (i) Diary register of in-door patients (Form. A.R.-65),
- (ii) Bed Head Ticket (Form A.R.-66.)
- (iii) Medicines stock and consumption Register (Form. A.R.-63),
- (iv) Requisition book for drawal of stores (Form A.R.-61)
- (v) Diet ledger of hospital dieted patients (Form A.R.-67)
- (vi) Stock book of clothing, apparatus etc. (Form. A. R.-16).

222. Materials or articles shall be had from the stores periodically (weekly or fortnightly) according to requirements, on requisitions in Form A.R.-17 signed by the Medical Officer-in-charge and approved by the Superintendent.

A ledger in Form A.R.-16 for equipment,. apparatus, appliances and machinery etc. shall be maintained centrally. The Central Stores shall show the issues to the various units in the remarks column and not charge

the articles off the stock till the same is condemned, destroyed or disposed off otherwise. The various units receiving the articles shall maintain an inventory of those articles over the signature of the Ward-in-charge.

Consumable materials drawn from the stores shall be stored in the ward and taken on the relevant stock book. Entries regarding receipt and issue shall be signed by the Medical Officer-in-charge. Each ward shall keep a stock register separately for consumable stores in the prescribed form. Entries in the stock register shall be checked and signed by the Medical Officer-in-charge.

223. Every patient receiving treatment in the Hospital shall be entered in the in-door or out-door patient diary register as the case may be.

The diary register shall be filled in day to day and shall contain all the information in respect of a patient's treatment in the Hospital. The in-door patients Diary Register shall also contain information regarding hospital dieted, self-dieted or special-dieted patients and this shall be checked by the Medical Officer from the Bed Head Ticket.

224. For every patient admitted in the Hospital as an indoor patient, a Bed Head Ticket shall be maintained. It shall contain all the information about the medicines, diet etc. given to him/her at every stage of his/her treatment from the date of admission to the date of discharge, recovery or death.

225. The in-door patient ward shall maintain a prescription register where the prescription prescribed for patient shall be recorded from day to day in chronological order.

226. In the Ayurvedic Ward an 'Anupan Register' shall be maintained in Form A.R.-68. This shall be checked daily by the Medical Officer in charge and signed by him/her.

An average 'Anupan' shall be prescribed by the Medical Superintendent. Any large variation in the 'Anupan' shall be approved by the Medical Superintendent.

227. A daily Diet Register of hospital-dieted patients shall be kept in Form A.R.-69. It shall be prepared from the Bed-Head-Tickets and counter checked from the indoor patients diary register.

The register shall be checked periodically at least once in a fortnight, by the medical Superintendent.' He/she shall sign the register in token of his/her check.

A copy of the register shall be sent daily to the Officer-in-charge, diets, to serve as the basis for drawal of ration etc. in Form A.R.-70.

228. The diet of hospital dieted patient shall be distributed under the personal supervision of the Medical Officer-in-charge. After distribution he/she shall record the following certificate on the daily register of diet :

"Certified that the diet has been distributed to the patients under my personal supervision and the patients entitled to it have been given the correct diet according to requirements".

229.

- (i) A diet ledger in Form A.R.-67 shall be maintained to keep an account of the receipt and consumption of articles of rations etc. in respect of the hospital dieted patients.
- (ii) The diet ledger shall be carefully checked from the copy of the daily register of diet, ration indent etc. and signed by the Medical Officer every day.
- (iii) The ledger shall be maintained by a. responsible Official and shall on no account be left in the hands of low-paid servants (peons, ward-boys etc.)
- (iv) The ledger shall be reviewed by the Medical Supdt. atleast once a week and signed by him/her.
- (v) The ledger shall be kept in the custody of the Medical Officer-in-charge.

All unserviceable articles of the ward shall be sent back to the stores where separate stock book shall be maintained for unserviceable clothing apparels and other articles in Form A.R.-71 and 72.

230. There shall be a Central Store in the Hospital which shall keep all the necessary equipment, accessories and medicine etc. required in the Hospital. The hospital wards shall draw their requirements from the Central Store and their accounts shall be kept in accordance with the prescribed rules.

231. A standard scale for each class of diet (full, halt/spoon etc.) shall be fixed by the Medical Supdt. The scale may be varied within the prescribed limits by the Medical Officer-in-charge according to the requirement of each patient. In each case of special diet, the Medical Officer shall take approval of the Medical Superintendent.

The scale shall be reviewed periodically by the Medical Superintendent and revised, if necessary.

232. A standard scale of fee shall be charged from patients for certain special type of tests etc. performed during the course of medical examination and treatment in the hospital. The fee realised shall be deposited in the University Accounts as miscellaneous receipt of the hospital.

The scale of fees shall be fixed by the Medical Superintendent with the approval of the Executive Council.

The entire amount of fees realised shall be credited into the University Account. The share of the Medical Officer which shall be fixed by the Executive Council, shall be drawn and paid subsequently on regular bill forms.

FINANCE SECTION

A – ACCOUNTS BRANCH

233. All funds belonging to the University shall be kept in the Bank under the following heads : (a) General Fund Account, (b) Special Fund Account,

234. The main accounts of the University shall be kept in the Finance Section of the Registrar's Office. This section shall maintain the following books :-

- (a) Cash Book for General and Special Funds, in Form A.R.-73,
- (b) Monthly classified Abstract for General and Special Funds in Form A.R.-74,
- (c) Consolidated Abstract for General and Special Funds in Form A.R.-75,
- (d) Journal in Form A.R.-76,
- (e) Transfer Entry Book in Form A.R.-77,
- (f) General Ledger in Form A.R.-78,
- (g) Objection Book in Form A.R.-79,
- (h) Subsidiary Registers for personal and impersonal accounts,
- (i) Monthly Account.

Separate accounts shall be maintained for the funds of the Union, Journal, Athletic Associations etc. under the direct supervision of the authority constituted under the rules. The accounts of these associations shall be kept in the Finance Section in the form of Deposits.

235. All money received or paid by the University shall immediately and without reservation be brought to the accounts in one or more of the books mentioned above.

CASH BOOK

236. The Cash Book shall be posted from receipt and payment vouchers (giving full details of such receipts and payments in the body of the Cash Book) totalled, closed and signed by the Asstt. Accounts Officer daily.

Note :- In cases where bills and vouchers payable out of general fund or special fund includes deduction relating to special fund or general fund, special care should be taken to see that all such deductions are correctly accounted for in the cash book to which such deductions relate.

237. The receipt and expenditure entered in the Cash Book shall be compared item by item with the Bank statement. The difference, if any, shall be explained in the reconciliation statement, which shall be prepared at the close of the month, in the Cash Book itself in the manner prescribed in the succeeding paragraphs.

238. At the end of every month the cash balance shown by the cash book and the cash balances in the hands of the cashier and those shown by the Bank statement shall be checked by the Accounts Officer, who shall certify that the monthly cash balances shown by the cash book tally with the cash balances in the Bank statement. The difference, if any, shall be explained in a footnote showing :

- (a) Closing balance as per Cash Book
- (b) Amount of receipts sent to the Bank for which the credit has not been given by the Bank in the same month.
- (c) Amount of cheque drawn (uncashed Cheques) but not paid by the Bank during the month,
- (d) Amount credited and debited by the Bank but not accounted for in the office cash book during the same month.

The net closing balance so arrived at, should then tally with the Bank statement. The cash book shall be signed by the Treasurer at the end of every month.

239. The classified abstracts for receipts and payments shall be maintained separately for each fund. They shall be posted day to day from the Cash Book, transfer entry book, and journal and totalled, balanced, and closed at the end of each month. Cross-reference of the cash book, transfer entry book and journal shall be given for ready reference.

240. After the classified abstract has been closed, the consolidated abstract shall be prepared from the classified abstract.. It shall be totalled, closed and balanced at the end of each month.

By the 25th of the succeeding month, to which the accounts pertain, the classified and consolidated abstract shall be submitted to the Accounts Officer for signature.

241. At the close of each month, a receipt and payment account shall be drawn up and submitted to the Treasurer to enable him to find out at any given time the financial position of the University.

242. The Finance Section shall maintain a Transfer Entry Book for recording all transfer and adjustment entries.

Transfer entries, i.e. entries intended to transfer amounts from one head of Account to another shall be made when it is necessary :

- (a) to correct any error or classification in the original accounts, and
- (b) to bring to account by debit or credit to their proper head the inter-departmental and other transactions in which cash does not actually change hands.

When any transfer entry is made the heads of account should be distinctly specified and the reasons for the transfer entry or adjustment briefly stated. No transfer entries shall be made in the accounts of a year after the accounts for that year have been finally closed.

All transfer entries shall be approved by the Asstt. Accounts Officer.

After 31st of March every year when the cash book is finally balanced and closed, the vouchers relating to the annual adjustments shall be entered in a journal in Form A.R.-76. This sh,11 be closed finally on the 15th June and signed by the Asstt. Accounts Officer and the Accounts Officer.

243. The General Ledger in Form A.R.-78 shall be posted from the consolidated abstracts (giving yearly total) totalled, balanced, and closed at the end of each year. All entries in the General Ledger shall be signed by the Accountant-in-charge, The accounts of a financial year shall be finally closed on the 15th June.

244. The accounts of a financial year shall be filially closed on the 15th June of the following year. The annual accounts shall then be prepared and submitted to the Treasurer for signature not later then the 15th July.

The annual accounts shall be accompanied by the following statements :

- (i) Statement of G. P. Notes etc. in hand,
- (ii) Advances (including imprest advances),
- (iii) Scholarships statements,
- (iv) Security Deposit and. other deposits,
- (v) Provident Fund receipt and payment statement.
- (vi) Provident Fund investment statement,
- (vii) School Board investments of special fund,
- (viii) Profit and loss account and Balance Sheet of commercial organisations.
- (ix) Statement of chairs,
- (x) Statement of Annuities,
- (xi) Statement of Trust Fund Account,
- (xii) Annual statement of demand, collection and arrears in respect of revenue pertaining to Estates Department.

245. The following subsidiary ledgers or registers shall be maintained in the Finance Section :—

- (a) Caution Money deposit accounts (Form A.R.–38).
- (b) Deposit accounts (Form A.R.–80)
- (c) Advance accounts (Form A.R.–81)
- (d) Imprest Advance accounts (Form A.R.–81)
- (e) Donation accounts (Form A.R.–23)
- (f) Scholarship Ledger accounts (Form A.R.–82)
- (g) Special Fund accounts (Form A.R.–82)
- (h) District Board and Income-tax Accounts (Form A.R.–83)
- (i) G. P. Notes accounts (Form A.R.–84)
- (j) Bill register (Form A.R.–85)
- (k) Scholarship Payment Register (Form A.R.–41).
- (l) Establishment Check Register (Form A.R.–86)
- (m) Unpaid salary Register (Form A.R.–14)
- (n) Govt. Grants Register (Form A.R.–87)
- (o) Remittance sent to Bank.
- (p) Other registers prescribed under the rules.

246. All personal and impersonal accounts shall be posted day to day from the receipt and payment vouchers and initialled by the Accountant or Sectional Head. Full particulars of the receipt and payments shall be entered in the personal ledger. At the end of each year the ledger shall be totalled, balanced, closed and submitted to the Assistant Accounts Officer for review. The balance shall then be carried over to the new ledger and initialled by the Accountant.

247. Advance payment shall under no circumstances be allowed to be kept unsettled beyond the close of the financial year in which the advance has been made and if any unadjusted advance remains, the matter shall be brought to the notice of the Treasurer.

248. The Accounts Office shall maintain an objection book in Form A.R.-79. All payments made to the bankers to retire suppliers bill or amount paid in advance for the purchases to be effected and charged to the proper head of account shall be entered in the objection book under the dated initial of the Accountant. Later, when the detailed bills are received from the department to which such payment relates, it should be checked and attached to the original payment bill. The amount shall then be cleared from the objection book and attested by the Accountant under his dated initials.

249. Temporary advances in respect of authorised expenditure from the University Fund shall be granted by the Treasurer.

A second advance shall not be made ordinarily unless the previous advance has been cleared.

When such an advance is made, it will be entered in the Register of Advances to be maintained in Form A.R.—81, each item being initialled by the Accountant. When an advance is adjusted either by recovery in cash or by book transfer it will be entered against the original debit in the column of the month in which the transaction takes place and attested by the Accountant.

250. The amounts of the advance outstanding shall be scrutinised quarterly and abstracted on a list of outstanding, showing the original amount advanced, the date on which advance was made, and the total recoveries made to end of the half year. The list will be placed before the Treasurer within a week of the closing of the accounts of June, September December and March for his scrutiny and orders. A list of advances outstanding for

more than a year shall be reported to the Executive Council in April each year.

251. Immediately after closing the accounts for March the Asstt. Accounts Officer will proceed to obtain acknowledgements from all persons or bodies against whom advances are outstanding in order to ensure that all items are current and effective. The position will be reviewed at the close of each month until all acknowledgements have been received and properly filed.

252. Provident Fund as well as gratuity and compassionate funds account shall be maintained in the manner prescribed in the Statutes.

SUSPENSE ACCOUNT

253. Under suspense head shall be recorded all such transactions as are ultimately removed either by payment or recovery in cash or by book adjustment. For the purpose of such entries a register in Form A.R.—88 shall be maintained.

254. The following points shall specially be observed in respect of the suspense accounts :—

- (i) The unadjusted balances under the suspense account continue to represent correct assets or liabilities of the University capable of being realised or settled.
- (ii) Satisfactory action towards the realisation or settlement is being taken by the officer responsible for it.

255. All balances under the suspense heads shall be reviewed at short intervals and while reviewing the balances it should be seen that no item remains unadjusted longer than is necessary for its clearance.

B – CASH BRANCH

256. All moneys received either on the fee counter or elsewhere in the Finance Section shall be presented from day to day with chalan in duplicate to the cashier who shall enter them in his cash book and sign the chalan in token of his having received the money. One copy of the chalan will be returned to the person depositing the money and the second copy to the

cash book section which shall enter it in the cash book and other appropriate registers.

257. Money received by the Cashier shall be remitted to the bank every day as far as possible but not later than the next working day. It shall be accompanied by chalan supplied by the Bank and shall be signed by the Supdt. Finance (A). The *Advice Slip* issued by the Bank shall be handed over to the cash book section together with Form A.R.-89 for necessary entries in the cash book and subsidiary registers.

258. The Cash Book maintained by Cashier shall be totalled, balanced, closed and signed by the Supdt. Finance (A) daily. It shall be signed by the Accounts Officer at the end of each month.

259. For all payments made from the imprest, the cashier shall follow the instructions contained in these rules.

260. The unremitted cash shall be counted daily and a memo prepared showing the particulars of Cash Balance in hand and the number and value of currency notes and cheques and a record of the same shall be kept in cash book. The balance in hand shall then be kept in the safe before the office closes for the day. This money shall be kept distinct from the imprest money for petty expenditure.

C – MISCELLANEOUS

261. When money is paid into the Bank for credit to the University accounts by the Head of Offices or by some person unconnected with the University it shall be entered in the cash book on receipt of advice slip from the Bank. All moneys to be deposited by the Heads of Offices shall be routed through the Finance Section who shall take a note of the deposit in Form A.R.-90 to watch their credits from the Bank.

262. When money is paid to the Finance Section a receipt shall be issued to the person making payments in Form A.R.-1. The counterfoil of the receipt shall be signed by the cashier in token of having received the money before it is finally signed by the competent authority mentioned in paragraph 22.

This rule does not apply to fee receipts issued by the counter clerks.

Money received in the University office under the preceding rules shall positively be remitted to the Bank by the cashier the same day or on the following working day, accompanied by a chalan (Bank Pay Slip) duly initialled by the Asstt. Accounts Officer.

263. Every item of expenditure will be entered in a bill in prescribed form. Bill and other vouchers presented for payment shall be examined by the Superintendent/Asstt. Accounts Officer and if the claim is admissible, the authority good, the signature true and in order, he shall record an order for payment on the bill over his dated signature. The pay order will specify the amount payable both in words and figures. The officer passing a payment order is personally responsible to ensure that the voucher is complete and affords full information as to the nature of the payment being made.

Payment orders shall, on no account, be made on files. Each payment order shall be recorded in the bill itself, a note being made on the file concerned referring to the number and month of the general file in which the voucher is filed. A reference shall also be made in the payment order to the file to which it pertains, if considered necessary.

264. After the bill has been passed and order to pay recorded on it, the payment will be made either by cheque drawn in the name of the payee or in cash by the Cashier from the imprest advance. In the former case the entry will be made in the Cash Book and the bill having been stamped paid by cheque No. dated, will be filed. In the latter case the requisite entry will be made in the imprest account and the bill having been stamped 'Paid in Cash' will be retained by the Cashier till recoupment of imprest.

265. Subject to any delegation made by the Executive Council, all cheques will be signed by the Treasurer or other authorised officer. No cheque shall be signed unless required for immediate delivery to the actual payee. Cheques drawn in favour of authorised agents or banks holding legal power of attorney on behalf of the payee or cheques drawn for self on account of pay and allowances of establishment, are exceptions to this rule.

Payees receipts shall be obtained in all cases and be stamped if the amount paid in each case exceeds rupees twenty, unless the bills are stamped.

266. If a duplicate bill for the supplies made or claim for the service rendered is presented for payment, non-payment certificate shall be recorded

both by the drawing officer and the Finance Section before the bill is authorised for payment.

267. Claims for the supplies made and services rendered if not presented in the same financial year shall not be entertained without sufficient explanation. Such claims shall be placed before the Treasurer who will accord sanction for payment after he has satisfied himself that valid reasons are there for their non-payment during the particular financial year and also if funds are available to meet the charge during the current year.

268. The Registrar or other employees of the University shall not issue duplicate copies of the receipts granted for money received and duplicate of bills or other documents for the payment of money which have already been paid, on the allegation that the originals have been lost. If any necessity arises for such a document a certificate may be given on payment of a nominal charge of Re. 1/- that on a specified day a certain sum on a certain account was received or paid to certain person. The receipt on this account shall be credited to Miscellaneous Revenue.

269. A register in Form A.R.-91 shall be maintained in which postal money orders received from day to day shall be entered. The receipt No. of chalan and date if the same is deposited with the cashier shall also be entered in the columns provided for under the signature of the Supdt. Finance.

270. Receipt for postal money order will be signed only by the Asstt. Accounts Officer or in his absence by the Supdt. Finance (A) and in no case by the Cashier. The officer at the time of signing the receipt shall cause an entry for the amount to be made in the register under his own initials and hand over the money and the postal coupons to the cashier.

271. Recoveries of overpayments relating to the current year shall be shown as a minus entry in the accounts concerned. If the overpayments relate to previous years, the accounts of which have been finally closed, the recoveries will be taken as direct receipts to the account concerned.

272. The Finance Section shall realise the necessary examination fees from regular students and record the following certificate on the examination forms of students.

'Certified that the examination fees Rs. has been realised, vide Receipt No. Dated

Accountant/Supdt.

The Controller of Examinations shall be responsible to see that the examination forms are endorsed with the above certificate from the Finance Section before issuing roll numbers to students.

Note :- Examination fees from private candidates shall be realised directly by the Controller of Examinations.

273. The Treasurer may permit the Controller of Examination to draw advances for contingent charges for conducting the examinations. On the conclusion of the Examinations a detailed bill in the prescribed form should be submitted to the Treasurer duly supported by vouchers for charges incurred and chalan No. and date for balance amount refunded. The admission of these charges shall be regulated by detailed rules in the Instructions to Examiners and Superintendents and charges not covered by specific instructions shall not be admitted without the previous sanction of the Vice-Chancellor.

274. The accounts of the confidential printing, setting of question papers and examining of answer books shall be treated as SECRET. The Controller of Examinations will obtain the required amounts as advances on vouchers signed by him and shall keep proper accounts thereof. He shall submit these accounts quarterly to the Vice-Chancellor for his scrutiny. In October each year he will get a certificate signed by the Vice-Chancellor in the following form and submit the same to the Finance Section for adjustment of advances taken :-

- (i) Amount outstanding at the end of
1956-57
- (ii) Amount taken during 1957-58
Total
- (iii) Account rendered during 57-58
for
- (iv) Balance in hand on 31-3-58.

Controller of Examinations

Countersigned

Registrar

Certified that I have scrutinised the above mentioned account and found it to be correct. The vouchers have been destroyed in my presence.

Vice-Chancellor.

275. As mentioned in paragraph 137, all investments shall be made by a committee consisting of the Vice-Chancellor, Pro. Vice-Chancellor and the Treasurer and the investments so made shall be reported to the Executive Council immediately. Investments shall not be made by overdrawing any account and shall also not be terminated by speedy withdrawals.

Details of all investments including fixed deposits with the banks will be entered from time to time as occasion arises in the Register of Investments to be maintained in Form A. R.-22 in which every entry will be attested by the Treasurer. Each type of investment will ordinarily be recorded on a separate page of the Register. Separate sections of the same register be set apart for investments from (i) General Fund (ii) Provident Fund (iii) Special Fund, etc. The register shall be reviewed by the Vice-Chancellor twice a year early in April and October. Securities and bonds purchased shall be kept in safe custody with the Bank which shall certify the fact for purpose of audit.

276. The Asstt. Accounts Officer or any other authorised officer shall be responsible for the correct calculation of interest on fixed deposits with the Bank and/or Government and other securities and for their realisation on the due dates. For this purpose a register in Form A.R.-84 shall be maintained. He shall also watch the date or dates on which the deposits or securities will mature and intimate the fact to the Executive Council sufficiently in advance so that the latter may decide the best method of disposal of the money to be realised.

277. All valuables, ornaments, jewellery, security bonds, deeds or any other valuable articles received by the University shall be kept in the safe custody vault in the Registrar's Office. All such articles shall be kept in sealed packets and be entered in a register in Form A.R.—92. The key of the vault shall be kept by the Treasurer or Registrar in his personal custody.

Every year in April the valuables kept shall be physically checked and a certificate of verification shall be recorded in the register under the dated initials of the Treasurer or Registrar. This register along with the certificate shall be put up before the Vice-Chancellor for his information.

All valuables sent by the departmental heads for safe custody in the Registrar's Office shall be sealed in a packet and the packet shall be signed by the departmental head with his full dated signatures.

278. A register of Government Grant (Form A.R.-87) shall be maintained in respect of permanent grants and grants received for specific pur-

poses. In it shall be entered, at the time of receipt, details of every Government grants received ; entries in the register shall be attested by the Accounts Officer.

In respect of non-recurring grants made for specific purposes every payment shall be noted in the register against the grant concerned.

279. All loans received or paid by the University shall be recorded in a Register in Form A R.-93 and attested by the Supdt. Finance. A separate page shall be opened for each loan taken or paid.

280. No amount shall be spent out of the Reserve, Trust, Depreciation Fund etc. without the approval of the Finance Committee and the Executive Council.

D – DEPOSITS

281. The deposits are of two kinds :—

- (i) Deposits which pass through the regular accounts of the University,
- (ii) Deposits which do not so pass.

The deposits of the first kind are cash deposits of the University employees, students and contractors made by way of security.

The deposits of the second kind are the interest bearing securities of the following type :—

- (a) Govt. securities including Post Office cash certificates and Post Office Savings Bank Pass Book etc.
- (b) Other securities such as Municipal and Port Trust Debentures and Deposit Receipts of recognised Banks. Such securities are generally deposited by University employees and contractors.

282. All cash deposits will be noted in a Register of Deposits in Form A.R.—80. The opening entries in the register will be the details of outstanding balances of previous year as shown in the register of that year.

283. Deposits which remain unclaimed for 3 years from the due date of its repayment shall be credited to the Miscellaneous Revenue of the University. If a claim is received subsequently it shall be dealt with in accordance with the rules on the subject.

SCRUTINY OF EXPENDITURE

284. Besides proper and prompt accounting of expenditure, the Finance Section has another very important duty to perform viz., scrutiny of expenditure and sanction etc. It has not only to see that the expenditure is covered by a sanction, either general or special, but it has also to satisfy itself (1) that the authority sanctioning it is competent to do so by virtue of the powers vested in it by the provision of the Act, Statutes, Ordinances, Rules or orders made thereunder and (2) that the sanction is definite and needs no reference either to the sanctioning authority itself or to any higher authority.

285. A list of the more important points to be seen while checking and passing expenditure is given in succeeding paragraphs. It must be remembered that the list is not exhaustive. It is only illustrative and the dealing Accountant has to ensure that all the requirements prescribed in the various rules, regulations and instructions are followed.

286. While conducting the scrutiny of rules and orders it should be seen that :—

- (i) they are not inconsistent with any provision of Act or Statutes or ordinances or existing rules and orders ; and
- (ii) the issuing authority possesses the rule making powers.

287. The following general points should be observed in the checking of all classes of expenditure :—

- (a) that there is provision of funds for the expenditure duly authorised by competent authority ;
- (b) that no sanction is admitted unless it specifies the definite period for which it is to be operative ;
- (c) that the expenditure is in accordance with a sanction properly accorded and is incurred by an officer competent to incur it ;
- (d) that the claims are made in accordance with rules. and in proper form ;

- (e) that all prescribed preliminaries to expenditure are observed, such as proper estimates framed and approved by competent authority for works expenditure etc ;
- (f) that the expenditure sanctioned for a limited period is not admitted beyond that period without further sanction ;
- (g) that the rules regulating the methods of payment have been duly observed by the disbursing officers in respect of all payments (e.g. imprest vouchers, payment of salary etc.) ;
- (h) that payment has, as a fact, been made and has been made to the proper person, and that it has been so acknowledged and recorded that second claim against the University on the same account is impossible ;
- (i) that the charge is correctly classified, and that if a charge is debitable to the personal account (of a contractor, employee or other individual or is recoverable from him/her under any rule or order, it is recorded as such in a prescribed account) ;
- (j) that the rates paid for work done or supplies made are in accordance with any contract scale or schedule prescribed by competent authority ;
- (k) that the payments have been correctly brought to account in the original accounts ;
- (l) that recurring charges which are payable on the fulfilment of certain conditions or till the occurrence of a certain event should be admitted in audit on receipt of a certificate from the Drawing Officer to the effect that the necessary conditions have been duly fulfilled or the event has not yet occurred, as the case may be ;
- (m) that the rates are apparently not extravagant ;
- (n) that the flow of expenditure is not too rapid or too slow and it does not lead to irregularities ;
- (o) that the details work up to the totals and that the totals are stated in words as well as in figures ; and
- (p) that there are no erasures, and that correction, if any, in the vouchers are attested by the Drawing Officer.

ESTABLISHMENT BILLS

288. The following points will receive special attention in the checking of establishment bills :—

- (i) that the absence or leave, deputation, promotion and suspension is supported by absentee statement. The facts shown in the absentee statement should be verified by the relevant records in the accounts office. e.g. Executive Council resolution, sanction etc. ;
- (ii) that wherever an increment is drawn in the bill it is supported by increment certificate. It should be seen that the increments have been properly sanctioned under orders of the competent authority from the dates on which they fall due ;
- (iii) that the salary drawn in the bill in respect of employee does not exceed the sanctioned strength of the establishment concerned ;
- (iv) that rates of pay drawn are correct ;
- (v) that the income tax and other deductions have been made correctly ;
- (vi) that each alteration in pay or allowance is based on the order of the Executive Council or otherwise admissible under the rules of the University
- (vii) that the bills checked in the manner specified above are then entered in the establishment check register in Form A.R.—86 and submitted to the Supd.t. Finance who shall satisfy himself by a rough scrutiny that the bills have gone through all the formalities laid down and sign the payment order and attest fully any additions or alterations made in the payment order ;
- (viii) that the salary bills after payment are returned by the Head of the Department/Bank together with the undisbursed money to the Finance Section. On receipt of such bills the Accounts Office shall see that payments have been made properly by the Principal/Head of Office/Bank and the undisbursed money has correctly been refunded to the Finance Section ;
- (ix) that the details of undisbursed pay are entered in a Register in Form A.R.—14. Subsequent payment of undisbursed pay shall be watched through this register; and
- (x) that all income tax deductions from the establishment bills are entered item by item in Income Tax Register in Form. A.R.—83 and a cheque for the total amount is issued monthly in favour of the Income Tax Officer, Varanasi.

Similar procedure shall be followed in respect of District Board Tax.

289. A list of all other deductions made by the section shall also be sent with full details to the receiving department concerned for noting the recoveries in their registers/ledgers.

TRAVELLING ALLOWANCE BILL

290. The fundamental checks to be exercised while dealing with T. A. bills are that :

- (i) the claim has been preferred in accordance with the T. A. rules of the University ;
- (ii) the journey was actually performed ;
- (iii) the journey was authorised by general or special order ;
- (iv) it was performed as expeditiously as possible in the best interest of the University ;
- (v) the amount drawn in the bill is according to the rates and general conditions ;
- (vi) no bill has been submitted for it before ;
- (vii) a certificate is attached by the drawer that the amount claimed for was actually spent by him and that he actually travelled in the class for which claim has been preferred ; and
- (viii) the T. A. advance , has been fully adjusted in the T. A. Bill. If any part of advance is found to be outstanding, a note should be sent to the establishment clerk' to effect recovery from the next salary bill unless it is deposited, in cash.

After the bills have been checked in the manner indicated above, they shall be passed for payment on the responsibility of the certificate recorded by the Head of the Deptt. concerned that the claim was not preferred earlier and that the bill has been submitted for the first time. For this purpose the departments shall maintain a record in Form A.R.—94 with suitable modifications.

The Central Office will maintain similar records in Form A.R.—94 in respect of all Heads of Deptts. and Officers getting a monthly pay of Rs. 500/- and above and shall be responsible for any double payment to them.

Note : — 1. The drawer of the bill shall also be required to give a certificate at the foot of the T. A. bill form stating that the claim was not preferred by him earlier.

- 2. Members of Parliament serving on the committees etc. of Statutory bodies shall not be entitled to any sum of money other than compensatory allowance as defined in Section 2(a) of the Parliament (Prevention of Disqualifications) Act, 1959, reproduced below :

“2. In this Act, unless the context otherwise requires—

(a) “Compensatory allowance” means any sum of money payable to the holder of an office by way of daily allowance (such allowance not exceeding the amount of daily allowance to which a member of Parliament is entitled under the Salaries and Allowances of Members of Parliament Act, 1954), any conveyance allowance, house-rent allowance or travelling allowance for the purpose of enabling him to recoup any expenditure incurred by him in performing the functions of that office ;”

SCHOLARSHIP BILLS

291. The following points will receive special attention in the :checking of scholarship bills :—

- (i) that scholarship has been sanctioned in accordance with terms and conditions applicable to each, class of scholarship ;
- (ii) that money when it is to be received from the Govt. of India, State Government or other agencies, has actually been received and credited to the University account. Cash Book reference to the receipt of the money shall be noted in the scholarship register ;
- (iii) that the amount billed for is a correct charge to the particular class of scholarship ; and
- (iv) that no advance payment is claimed in the bill. The scholarship bill shall only be passed for payment when it has actually been earned by the student except in cases where specifically prescribed or ordered otherwise ;

After audit, the scholarship bills shall be entered in the Scholarship Register in Form A.R.—41 against the sanction recorded and attested by the Superintendent and submitted for payment order.

After the payment order has been recorded and signed the bill shall be handed over to the Cashier who shall make payments from the imprest.

TRADE BILLS

292. The following points shall be kept in view while checking Trade Bills :—

- (i) that the bills are signed by the persons who are entitled to receive payment for supplies made or services rendered. The totals of all bills shall be expressed in figures as well as in words ;

- (ii) that the expenditure is properly sanctioned and is not beyond the power of the sanctioning authority ;
- (iii) that in respect of the supply and services rendered, a certificate is recorded in the bill that the supply or services have actually been received and the fact is recorded in the relevant stock register ;
- (iv) that the rates and other conditions of supply or services are in accordance with the terms agreed upon ;
- (v) that the tenders have been invited wherever necessary. Where no tenders have been invited, specific quotations have been obtained from at least three reputed firms. Where lowest rates have not been accepted, valid reasons therefor have been recorded ;
- (vi) that no order for services or supply is placed on verbal agreement ;
and
- (vii) that
 - (a) sub-vouchers are attached to bills ;
 - (b) the budget allotment is not exceeded ; and
 - (c) the various spending authorities do not exceed their powers of sanction ;

After checking, all trade bills shall be entered in a register in Form A.R.-85 and passed for payment in usual manner.

DEPOSITS

293. In the case of moneys received for deposit with the University, the section should satisfy itself that these moneys should properly be credited to the 'deposit' head. It should be seen that no item is credited to deposit account if it can properly be credited to a regular receipt (or reduction of expenditure) head.

294. For repayment of deposits it is necessary to examine that there are proper vouchers in support of the amount paid and that payment is against a particular amount deposited which has not yet been paid. This step is necessary to see that the payments do not exceed the amount already received and credited to the University account.

295. It should be seen that the balance in each deposit account -are correctly carried over from year to year and that any deposit remaining

unclaimed are duly credited as revenue of the University in accordance with the rules on the subject.

CHAPTER XXIII

HOSTELS AND LODGES

296. Except where specifically permitted by the Pro. Vice-Chancellor in writing, no person, other than regular students or private or ex-student allotted accommodation in hostels or lodges for examination purpose under proper authority, shall be permitted to reside in hostels or approved lodges.

297.

- (a) The standing committee of the Academic Council fixes the number of seats in respect of particular hostels and intimates the same to the Principal of the college to which the hostel is attached along with the information whether a particular room will be single seated, double seated etc.
- (b) The Principal shall allot the seats, prepare a statement of students admitted and forward the same to the Dean of students for information and further necessary action. A copy of this list shall also be sent by the Principal to the Finance Section.
- (c) A waiting list of students (in order of preference shall also be prepared by the Principal for future allotment and forward it to the Dean, with a copy to the Finance Section for information and further necessary action.

298. For every admission in hostels or lodges an admit card shall be issued by the Principal in form A.R.-30. On production of fee receipt from the Finance Section the warden concerned shall fix the room/seat numbers and inform the Dean. The Dean shall then send a consolidated statement showing the allotment of accommodation etc. to the Finance Section in Form A.R.-32.

299. No seat in the hostels or lodges shall be reserved for a student who has not paid the prescribed fee in advance.

300. The allotment of accommodation in the hostel or lodge made by the Principal at the time of admission shall be treated as cancelled if the

student fails to report himself/herself to the Dean and the respective Wardens by the 31st July after paying the necessary fees. In such cases fee paid shall not be refundable. The fees shall, however be refundable if the student fails to get a seat in the hostel after reporting himself/herself to the warden.

Note :— (a) The warden shall state reason for the non-allotment of seat on the refund application of the the student.

(b) Such, accommodation as may be left vacant shall be filled in subsequently by the Principal from amongst the students on the waiting list after following the formalities enumerated above.

301. Each warden shall maintain a register in Form A.R.–95 which shall contain full particulars of students residing in the hostel. In the first week of August every year, each warden shall send a copy of this register to the Dean for record.

By the middle of August every year the Dean shall send to the Finance Section a complete list of students (including research scholars and teachers in a separate list) residing in the Hostel/Lodge under his/her control (Form A.R.–32)

302. By the 16th of each month, the wardens shall intimate the changes in their hostels to the Dean in Form A.R.—32.

The Dean shall consolidate these changes and send it to the Finance Section by the 20th of each month.

303. In the first week of August every year, the Principal in consultation with the Dean concerned shall prepare a list (with address etc) of the students who have not been admitted in the hostels/approved lodges and send the same to the Dean for necessary action.

304. A student desiring a change of residence shall apply in writing to the Dean through the warden in Form A.R.–96. Permission shall only be granted by the Dean after obtaining all the information desired in the application form.

The Warden shall not permit any student to leave the hostel/ lodge unless he/she has been permitted by the Dean in writing on his/her application and after satisfying himself/herself that no dues are outstanding against him/her

305. For every block in. the hostel or lodge an attendance register in Form A.R.-97 shall be maintained by the warden. The attendance register shall be reviewed and initialled by the warden daily. The fact of payment of dues by students shall be noted by the warden in this register in the column provided for the purpose under his/her dated initials.

306. At the close of the month the warden shall prepare a list of defaulters (who have not paid their dues) in Form A.R. 98. He/She shall send. this list to the Dean by the middle of the next month for scrutiny, consolidation and necessary action against defaulters.

307. The Dean shall prepare a consolidated bill for rent establishment and other contingencies in respect of all the lodges under his/her control and send it to the Finance Section for obtaining the money for payment. The Finance Section shall advance the required amount to the Dean by means of cheque and keep the amount under objection in the objection book to be cleared on receipt of adjustment account. The money advanced shall however finally be charged to the regular head of account.

308. As the rent of approved lodges is realised by the University on behalf of the lodge-owner a suitable percentage (to be fixed by the Vice-Chancellor) of the rent so realised shall be credited to the University accounts to cover the establishment and other administrative charges. The recovery so made shall be credited by book adjustment before the close of the year to the heads to which the pay and other charges of establishment etc. are debited.

309. The Dean shall be responsible to see that the receipts on account of rent of canteens and messes and other miscellaneous receipts are collected in time and deposited in Bank.

A record of the above transaction shall be kept in Form A.R.-27 (Register of Miscellaneous Revenue).

MISCELLANEOUS DEPARTMENTS

DRIVER'S LOG

310. Every department owning a car shall be required to maintain a log book in Form A.R.-99 which shall be filled in weekly (or at lesser intervals) from the Diary to be maintained by each driver in Form A.R.-100

- (1) On the days the driver makes trips, the names of places between which he worked, the number of trips he made and the total mileage for the day shall be entered in appropriate columns. In the column 'Consumption' shall be entered the quantity of petrol put into the vehicle and also the number of tins of lubricating oil as well as the quantity of grease used. The purpose of journey shall also be entered in the column provided for the purpose and got signed by the user or the officer-in-charge of the department.
- (2) The log sheet should be filled in regularly and will cover the period from the 1st to the last day of the month.
- (3) The distance shown in the car diary should be checked monthly by the Controlling Officer on the following lines :
 - (a) A check of total mileage during the month i.e. difference between milometer readings on the dates of check (figures to be entered in remarks column).
 - (b) An examination of the distances shown against individual trips, to see as far as possible that they are correct, a few being checked, if necessary, with distance tables, maps, etc.
- (4) The Controlling Officer shall examine and ensure that the consumption of petrol, mobile oil, grease, etc. is normal and the vehicle gives a fair running mileage per gallon or litre of petrol consumed. Cases of abnormal consumption of petrol etc, and the low mileage shall be investigated immediately and the defaulters brought to book.

311. An account of the receipt and consumption of stores received and consumed by a vehicle shall be maintained in Form A.R.-101. This account may form 'Part II' of the Log Book (Form A.R.-99.)

312. A ledger account of lorries shall be kept by the Controlling Officer in his/her office in Form A.R.-102. On the top of the form on the debit side will be shown the provision made in the sanctioned budget for tyres, tubes, annual repairs, periodical repairs, special replacements and renewals and running charges (Petrol, mobil oil, other lubricants, cotton waste etc). Underneath will be shown under each head the expenditure incurred month by month and the monthly mileage tyre or a set of tyres has done.

Recoveries shall be noted on the credit side of the ledger.

TOWN COMMITTEE

313. The following rules apply to taxes and fees that are collected by means of licences. Licences are. not transferable.

Note :- The principle underlying the licence system of collection is that the dues are paid strictly in advance and there should be no question of arrears. Consequently no demand and collection register has to be kept.

314. Licences shall be issued as soon as the fees or tax is paid. in and the amount thus collected shall, in cases of licences granted by the Officer-in-charge, Town Committee be brought to account daily in the cash book direct from the counterfoils ; in other cases it shall be remitted daily by the licensing officer to the office with a duplicate chalan.

Note :- The licensing officer shall see that except in the case of hawkers the progressive total is entered on each counterfoil at the time each licence is issued, that the last progressive total agrees with the cash in hand and that the collections are regularly credited in accordance with the preceding rules.

315. Every Licensing Officer shall maintain a register of licences in Form A.R.-103.

316. At the end of each month the Licensing Officer shall examine the register of licences and shall take such action as may be within his/her power with regard to every person whose licence, may have expired and who has not taken out a fresh licence or he/she may, if necessary, report the case to his/her superior officer for orders.

317. When night-soil and sweepings are trenched in trenches of uniform dimension, their contents shall be sold by superficial area. For this purpose, a simple account showing the number of trenches filled in from time to time and the quantity sold shall be kept in Form A.R.-104.

When sales are made by contract or auction, the recovery of the sale of contract money shall be watched through the register of miscellaneous revenue (Form A.R.-27).

Note :- The income derived from this source is fluctuating from its very nature and the only effective safeguard against any portion of it being lost through illicit sales or otherwise, for which there are ample chances and opportunities, lies in vigilant executive supervision exercised by the officers of the Town Committee.

318. When the night-soil and sweepings are trenched and the land trenched is let out to cultivators, the demand shall be treated and accounted for in the register of miscellaneous revenue (Form A.R.-27).

319. For all animals, a live-stock register shall be maintained. The accounts of animal feed, drawl of ration, disposal of manure etc. shall be maintained in forms prescribed in Chapter XXV.

BOYS AND GIRLS SCHOOL AT KAMACHHA

320. The accounts shall be kept in accordance with the rules and forms prescribed in the Education Code of the U.P. State Government. In other matters relating to Cash, Imprest, purchase stores, etc. the rules applicable to other departments of the University shall be followed.

KALA BHAVAN

321. A list of all the articles in Kala Bhavan shall be maintained in a register called Accession Register which shall be maintained in accordance with the following instructions :

- (i) The Accession Register shall be a chronological record of all the exhibits purchased, collected, gifted or permanently loaned to Kala Bhavan. As soon as any such article is acquired, it shall be entered in this register and attested by the Director under his. dated initials.

- (ii) From the above register articles of one class or category shall be sorted out and properly catalogued.
- (iii) Each article shall bear the number assigned to it in the Accession Register and catalogue register in a slip neatly pasted on it or placed and clamped by the side of it.
- (iv) Every year the articles shall be physically verified and a certificate of verification recorded in the accession and catalogue register.

Whenever it is proposed to purchase any object/ exhibit the proposal shall be placed by Director before the Kala Bliavan Purchase Committee, which shall examine the proposal in detail as regards its importance, its price and budget provision. The Purchase Committee shall then, if they deem fit, recommend its purchase to the competent authority for further necessary action.

FILING OF VOUCHERS

322. Vouchers and chalans shall be numbered serially for each month and shall be filed in the office in Guard Files separate from the notes and correspondence and other files.

DAIRY FARM

323. The Dairy Farm is an adjunct to the Agriculture College and is essentially meant for teaching purposes. Milk and milk products shall be supplied to the members of the staff on payment. It shall also supply milk for instructional and other bonafide University purposes, to the Principals and Heads of Deptts.

324. To carry on its main function viz, imparting practical training to students in Animal Husbandry and Dairying, it has to maintain a number of cows, buffaloes and bulls and has to incur expenditure on their maintenance and upkeep. In addition, it runs a 'Gaushala' of old, infirm and dry animals which are maintained till death or disposal by sale. This unit is run as a nonproductive and non-commercial organisation.

325. The Dairy shall be in immediate charge of the Dairy Superintendent who shall be responsible for its day to day management and proper maintenance of the account of the acquisition of live stock, their maintenance, and income from the sale of its products in accordance with the rules laid down in this chapter.

326. The following records shall be maintained in the Dairy Farm.

- (a) A live stock Register in Form A.R.-105 divided separately for each category of animal showing its acquisition, breed, pedigree, the number allotted to it, disposal etc.
- (b) A service register in Form A.R.-106 to keep a record of service to each cow/buffalo.
- (c) Birth register of animals in Form A.R.-107 showing genealogy, sex, date of birth.
- (d) Purchase Register to show all purchases, whether of animal or fodder, concentrates or medicines etc. i II Form A.R.-57.
- (e) A food register in Form A.R.-108 to show the daily ration served to each animal.
- (f) A daily milk yield register and its distribution in Forms A.R.-109 and 110.

- (g) Register of receipt and sale of coupons, in Form A.R.-111.
- (h) Monthly yield register in Form A.R.-112.
- (i) Monthly Account of Milk and Milk products in Form A.R.-113.
- (j) Redeemed Coupon Account in Form A.R.-114.

327. On the acquisition of an animal either through purchase transfer or otherwise, an entry shall be made in the live stock register from the purchase or other subsidiary registers. A number shall be given to every animal (branded on the skin near the buttock) which shall be entered in the register together with all the details regarding its cost breed, pedigree and source from which received in relevant columns, when it ceases to be borne on the live stock register on account of death or disposal, the fact should be entered in column 11 to 15 which shall be attested by the dated signature of the Dairy Superintendent.

328. Animals which are not required for use in the University may be disposed of by public auction. A list of such animals shall be prepared and their sale approved by the Vice-Chancellor. They should be auctioned in the presence of the Principal, College of Agriculture (or his nominee) after due publicity has been given to their disposal.

329. On the birth of a calf/buffalo, it shall be given a temporary number, indicative of its genealogy, and its colour, date of birth etc. shall be noted in the Birth Register in detail. Its subsequent disposal by sale, transfer etc. shall also be shown in the register. For the purpose of regulating feed to the animals; the scale of feed for each category shall be prepared by the Superintendent on the weekly or monthly basis with reference to the following considerations.

- (1) Old, infirm, and sick animal.
- (2) Child animal.
- (3) Dry animal.
- (4) Pregnant animal.
- (5) Milch cow/buffalo.
- (6) Any other consideration.

330. The daily ration thus approved shall be drawn from the stores on production of an indent in Form No. A.R.–115 for the period mentioned therein. Any change in the scale during the currency of the indent shall require the prior approval of the superintendent. When it is necessary to feed an animal on special or increased ration, approval of the Principal shall, be obtained.

331. The issue of rations to the animals shall be posted . daily in the feed ledger, showing the quantity issued-every day to each animal. The form of the feed ledger makes it convenient to record the available- balance of the fodder and concentrates in the stores on the left page against which the issue of daily ration is recorded on the right page. In this way the availability of the different items of ration can be watched from time - to time.

332. The total issue of the ration shall be worked out at the end of the month and the register put up before the Superintendent for review.

333. An account of the purchase, and consumption of medicine used in the treatment of the animals shall be maintained in Form A.R.–16.

SALE AND DISTRIBUTION OF MILK

334. Sale or issue of milk shall be made against coupons, except for supply on bonafide University business which shall be made on requisitions signed by the Principals or Heads of Department. Sales on credit shall not be made except in special cases. For this purpose coupons in denomination of 1 Sr. sr. Sr. bound in convenient sizes of Rs. 5 or Rs. 10 shall be obtained by the Superintendent, Dairy Farm from the Principal Agriculture College and entered in a Register of coupons received in Form A.R.–111. Their sale shall be shown against these receipts. To safeguard against fraudulent use of coupons they shall be embossed with a special seal of the Dairy Superintendent before issue. The number of coupons redeemed at the end of each month shall be shown in column 11 and the balance of unredeemed coupons struck.

335. The redeemed coupons shall be defaced in such a way that they can not be used again.

ACCOUNT OF YIELD AND SUPPLY OF MILK

336. The daily milk yield of each cow or buffalo shall be noted separately both for the morning and evening in a daily sheet in Form A.R.-110. The distribution of the milk to the distributors/carriers is shown on the right half of the form. An account of the daily sale and issue shall be made out at the bottom of the slip or on the reverse before the close of the next day.

337. From this daily account shall be posted datewise, the yield and distribution of milk and redemption of coupons in a monthly register in Form A.R.-112. The total monthly sale and distribution of milk, if there is no loss, should agree with the total yield ; and discrepancy between the two being adequately explained.

338. Any shortage of milk which can not be properly accounted for shall be charged to the distributor and cost recovered from him.

339. A simple account of cow dung and the manure prepared from it and its subsequent utilization on the Dairy Farm or sale shall be maintained in Form A.R.-104.

340. These accounts show the items of expenditure on the running of the Dairy Farm and the receipts derived therefrom. From these accounts and Cash book a proforma showing the annual financial result of the working of the Dairy shall be prepared in the form given below :

PROFORMA

Dr.	Amount	Cr.	Amount
1. Stock on ...		1. Sale of Milk Product	
2. Milk and Milk product		2. Dairy produce consumed at the farm	
3. (i) Upkeep of live stock		3. Difference between the book value of the animals and actual price at which sold	
(ii) Upkeep of tools and plants			
4. Wages and salaries		4. Appreciation of live stock	
5. Maintenance & repairs		5. Miscellaneous receipts, e.g. cow dung etc.	
6. Losses due to death		6. Stock on ... (Milk & Milk products etc.)	
7. Upkeep of conveyance		7. Loss	
8. Book value of animals			
9. Sold or transferred			
10. Depreciation			
11. Profit			

AGRICULTURE FARM

341. The farm is attached to the Agriculture College to be used for instructional and research purposes. The land in excess of these requirements is used for growing fodder for farm animals and certain other crops for economic studies. It is run under the supervision and direction of the Principal, Agricultural College and is in immediate charge of a Farm Superintendent.

342. Every year allotment of land shall be made for experimental, research and other purposes. The area so divided may further be subdivided into smaller units, each bearing a field number to be used as a reference in the accounts of different operations. For keeping an account of these operations and the farms as a whole the following records shall be maintained.

1. Live Stock Register in Form A.R.-105 to show the number of animal, date of acquisition., cost, disposal etc.
2. Register of implements showing their receipts and subsequent issues in Form A.R.-16.
3. Muster Roll in Form A.R.-12 to record the daily attendance of labour engaged on different fields and operations. Monthly payment to the labour shall be made on the basis of attendance recorded in the muster roll.
4. Labour Allocation Reports in Form A.R.-116 (111)
5. Labour book showing the distribution of labour on different plots or operations in Form A.R.-117.
6. Register of manufacture and out-turn of commodities like gur, rab etc. in Form A.R.-118.
7. Feed Register to record the daily ration given to the animals in Form A.R.-108.
8. A receipt and sale register of vegetables in Form A.R.-119 showing the receipt of saleable vegetables from the field or garden and their subsequent disposal.
9. Field Record Book in Form A.R.-120 exhibiting the cost of labour, live stock, manure, irrigation and supervision charges incurred on each operation side by side with the yield and income derived therefrom.

10. Tak-Patti Register in Form A.R.-121 to be used as a misc. subsidiary register.
11. II Register of lands in Form A.R.-48, with suitable modifications.

343. On the acquisition of an animal, the number given to it is branded on the skin. When it is taken on the live stock register, this number shall be entered along with other particulars. When the animals are put into the field on particular operations, a reference to their number shall be given in the account of those operations. The operation shall be charged for the use of the animal on the basis of the bullock hour and the amount entered in columns 7 of the register in Form A.R. 120. The attendance of the manual labour shall be taken every day in the, Muster Roll by the Superintendent and payment shall be made after the close of the month on the muster rolls passed by the Finance Section. After the daily attendance has been taken, the labour shall be distributed over the different fields or operations according to the allocation in the Labour Book.

344. Similarly the total expenditure incurred on. the use of power machines and irrigation shall be recorded and distributed pro-rata over the operations on hour rate basis.

345. Issues of seeds and manures shall be made from the stores on requisitions and the particular fields or operations shall be charged with the cost thereof.

346. When the harvest is reaped, the corn sheafs shall be collected for threshing. After they are threshed and winnowed, the grains shall be put in sacks, weighed in the presence of the Superintendent and sent to the stores with a daily report in Form A.R.-122.

347. The Bhusa or chaff shall similarly be sent separately to the stores. The stores clerk shall make entries in the ledger from these reports. From the daily reports the yield shall also be entered in the Field Book.

348. An account of manufacture of gur etc., shall be prepared in Form A.R.—118 debiting the manufacture account with the sugarcane used, the cost of labour engaged and other expenses incurred on its preparation. It shall be credited with the quantity and value of the commodity produced.

349. A sale account of the daily sale of vegetables shall be kept to show the total yield of the vegetable and the income derived from it. The selling rate shall be fixed by the Principal according to the market rate. The surplus vegetable shall be disposed of in accordance with his orders.

350. A selling rate shall be fixed for the saleable, commodity produced at the farm which shall include besides the direct expenses, a levy for overhead and administrative expenses. The rate so fixed shall not exceed the market rate as intimated by the Marketing Officer. Except where permitted by the Vice-Chancellor, sales from the stores shall be made on cash payment on production of invoices. An Account of daily sales shall be rendered by the sales man to the ledger clerk for porting in the ledger. Alternatively, posting in the ledger may be made at the discretion of the Principal from the original copy of the cash memo.

351. From these registers a proforma showing the financial result of farm business shall be prepared at the end of the year in the form given below :

PROFORMA			
Dr.	Amount	Cr.	Amount
To up keep Live-Stock produce		By cost of quantity/ amount of produce	
Up-keep of			
(1) Machinery.		Misc. receipts	
(2) Tools & equipments			
(3) Tube wells.			
.....			
Wages & Salaries.			
Repairs to buildings and sheds, roads & fencing			
Depreciation of			
(i) Dead-stock			
(ii) Live stock.			
Losses written off.			
Other items.			
Profit.		Loss	

UNIVERSITY BOOK DEPOT

352. The University Book Depot has been constituted for the purpose of purchasing books for the Library, Colleges and Departments.

353. All books for the Library or other Departments shall be purchased through the Book Depot. which shall receive the indents and arrange for their purchase. The books when received shall be supplied to the indenting departments and the cost debited to the budget allotment of, the department concerned.

Note :- Since the books meant for Library or other departments are not to be stocked in the Depot, it is not necessary to Maintain a stock register for the books purchased on their behalf. The purchase register shall serve the purpose of stock register also. Number and date of the relevant chalan/bill etc. shall, however, be quoted against the respective, purchase entries.

354. To enable the Book Depot to supply books etc. with promptitude to the deptts. of the University, the Book Depot will not invite quotations in cases where the order is being placed with the publishers or their accredited agents direct. In all other cases quotations must be invited from atleast 3 firms.

355. At the end of each financial year, a simple proforma account shall be prepared to show the working result of the Depot.

PANCHANG DEPARTMENT

356. The Panchang shall be treated as a University publication and an essential function of the department shall be the research connected with the preparation of accurate Panchang and the study of the older method in the light of the modern advancements in astronomy.

357. The printing and publication of Panchang shall be on royalty basis : the departments' responsibility being limited to :—

- (i) Handing over of the manuscript copy to the approved publisher ;
- (ii) Reading and correction of proof copies, and
- (iii) Printing of the cover page at the University Press.

358. At the close of the financial year, the department shall prepare a proforma account showing the financial results in the following form and get it checked by the Internal Audit Officer before the 31st May of the following year :—

Expenditure	Receipts.
Pay and allowances	Royalty
	Miscellaneous
Satationery	Deficit
Printing	
Advertisement	
Miscellaneous	
Profit	
Total	
Details of Capital Expenditure (at original cost) :—	
(i) To end of previous financial year—	
(ii) During the year –	
Furniture & fixture –	
Books, Almanacs etc. etc.	
Total :	
Less sold and written off during the year	
Net Balance	

Note :– The net balance of the capital expenditure account should tally with the total of the balances in the stock register to be maintained by the Department.

CHAPTER XXIX

MANUFACTURING ACCOUNT

359. A manufacturing account shall be prepared in respect of each operation in which raw materials are used and a finished product is produced. Its aim is to ascertain the prime cost of the product. Sometimes in the process of operation a bye-product is also produced, for example on the manufacture of coal gas, tar is produced. It should be shown as a bye-product in Form A.R.-44, segregated, priced and dealt with in accordance with the instructions contained in paragraph 173.

360. The manufacturing account is prepared in the following form.

Dr.	Rs.	Cr.	Rs.
(i) To stock of Raw materials		By Balance	
(ii) To Purchase		Prime cost of manufactured product	
(iii) Less closing stock			
(iv) Stock of raw materials consumed.			
(v) Stock of partly manufactured goods and bye products			
(vi) Labour and other charges			
(vii) Less closing stock carriage, freight, wages			

AYURVEDIC PHARMACY

361. The Ayurvedic Pharmacy shall be an adjunct to the College of Medical Sciences and besides being a laboratory for imparting training to the students, in the manufacture of pure indigenous medicines according to orthodox ayurvedic methods of preparation, it shall prepare medicines for use in the S. S. Hospital and Research Laboratory Ward. It shall be under the general supervision and management of the Principal, College of Medical Sciences.

362. The manufacture shall be initiated by the Principal according to needs and requirements from time to time. On receipt of orders for manufacture, the Pharmacist shall prepare an estimate in Form A.R.-123 and obtain the sanction of the Principal. On receipt of necessary sanction, he shall draw the constituent drugs or ingredients, from the stores on requisition. The receipt of the materials shall be entered in the form on the obverse.

363. The labour charges and other expenses shall be recorded on the reverse of the form and the quantity and value of the drug shall be shown in the relevant column. Any excess or shortage in quantity should also be shown, and properly explained in the remarks column.

364. When the medicine is ready on the completion of the processes, it shall be transferred to the stores for finished products with a delivery chalan and accounted for in the stores ledger for further disposal according to the instructions of the Principal.

365. An account of the bye-products produced during the course of manufacture shall be kept in Form A.R.-44. The disposal of the bye-product shall be watched through this register.

366. At the end of the year a statement showing the total expenditure incurred on the purchase of raw materials, the expenditure incurred on the preparation of drugs, the quantity of drugs produced, the cost of their

production and the profit or loss on their sale shall be prepared in the following proforma.

1.	Opening stock Quantity/value	
2.	Purchases	Finished Product
3.	(i) Manufacturing Expenses	Closing stock Quantity/value
	(ii) Workers	
	(iii) Labourers	
4.	Other direct expenses	Closing Balance
	Total	Total
<hr/>		
	Closing Balance B/F	Receipt from Sale
	Selling and distribution expenses	
	Office contingency	
	Profit	
<hr/>		

- Note : – 1. Prices of various drugs manufactured shall be fixed by the Principal taking into account the prices of the same drugs prevailing in the market at the time.
2. Adjustments shall be effected according to instructions contained in Chapter XIV.

A. WORKSHOP

367. There are two workshops, viz. :

- (a) Engineering College Workshop (Educational) comprising of (i) Carpentry and Pattern Making (ii) Foundry, (iii) Smithy and Welding (iv) Machine (v) Fitting (vi) Automobile (vii) Electric & Electro plating. Its main function is educational i.e. to impart instructions and training to students.
- (b) Electric supply and Water Supply Repair Shop. Besides rendering training facility to students whenever, called upon to do so, it shall also render service to other departments on payment. Work from University employees and out-side agencies will be undertaken for execution only after the estimated. cost has been deposited in advance by the party concerned.

The following rules shall regulate the working of both the shops.

368. Every workman shall be allotted a number which shall be noted in his service card and in all subsequent transactions connected with him.

369. At the commencement of the shift he shall take the metal ticket bearing his allotted number from the Ticket Board of the time office, and place it in the Ticket Board of the allotted workshop. He shall replace it in the time office, when leaving for the day or shift. The foreman of the workshop shall lock the Ticket Board, punctually after the time whistle, so that late comers are not admitted.

370. From the metal tickets left in the Board, the time keeper shall note all the absentees in an absentee register, and send it round to all the workshops within 15 minutes of the commencement of work. The Foreman or Asstt. Foreman shall confirm the absence of workman and sign against the absentees in token of check.

371. The Foreman or Asstt. Foreman shall also send a daily report to the time office $\frac{1}{2}$ hour before the closing of the working hour.

From the absentee Register and daily report an Attendance Register showing the presence of the workmen on duty shall be maintained in Form

A.R.-12. If there is any overtime put in by a workman it shall be entered below the normal hours in the space provided for the purpose. The overtime shall be recorded from report sent by the Foreman or Asstt. Foreman. The monthly salary bill shall be prepared from the Attendance Register.

Alternatively, a separate register showing the leave with wages for every workman in each month should be maintained on the proforma prescribed for factories.

372. In the Engineering College Workshop (Educational) a number of specific jobs according to the curriculum shall be assigned to each section or sub-section of the workshop. Materials shall be obtained from the stores on requisitions signed by the Foreman and shall be charged to the respective job sheets in form A.R.-124.

373. Jobs for the departments of the University by the Electric and Water Supply Repair Shop shall be undertaken on orders signed by the Head of Department or Office on an estimate prepared by the Foreman and approved by the indenting department. The job account shall be debited with the cost of material and labour. On completion of the job, the article shall be sent to the stores with a delivery slip in Form A.R.-125.

374. in case of work undertaken by the Engineering College Workshop (Instructional) for the Electrical and Water Supply Service including the Repair Shop, and vice-versa, the Superintendent/Foreman of the workshop shall without causing interruption to students' training, arrange to do the repair/job work requested for the department and charge for it.

Similarly, other deptts. shall be charged for services rendered by both the workshops provided those departments maintain proforma accounts showing their financial results ; otherwise not.

For statistical purposes, however, a record of expenditure on that account shall be maintained.

The indenter shall be charged for the work done and a percentage of the cost of material plus labour shall be added to cover the overhead charges.

B. ELECTRIC SUPPLY

375. The University takes electric energy in bulk from the Banaras Electric Light and Power Supply Co. Ltd. and distributes it to the departments, residences, hostels etc.

376. Detailed accounts of the receipts, distribution and consumption of the electric energy and expenses incurred on . the purchase and maintenance of the plants and equipments, their depreciation, running and working expenses shall be maintained to assess the working of the undertaking.

377. The records mentioned below shall, therefore, be maintained to show the distribution and consumption. of the electricity and realization of its dues.

- (i) Register in Form A.R.-126 to record the reading of incoming energy and the energy out-going to the feeders.
- (ii) House/Building connection Register in Form A.R. 127.
This register shall show the particulars of the premises, name of the occupant/office, purpose of supply, dates of connection and dis-connection.,
- (iii) Meter reading Book in Form A.R.-128.
- (iv) Bill Book in Form A.R.-129.
- (v) Statement of monthly demand of electricity charges for light, fan etc. from the University employees showing the amount payable by the consumers in Form .A..R.-130.
- (vi) Monthly statement of Electric and Water charges as consumed by consumers in Form A..R.-131.
- (vii) Consumers' Ledger in Form A.R.-132.

378. At the receiving and transformer station the register mentioned in (i) above shall be maintained to record the incoming bulk supply and out-going energy to the feeders and the difference between the two. These readings shall be periodically scrutinized and checked by the Foreman Electric and Water supply. It shall be put up quarterly to the Principal Engineering College, who shall review and see that the supply is running satisfactorily and there are no abnormal transmission losses etc.

379. The meter reading book is the primary record on which the accounts of consumption of electricity is based and provides columns for recording the last and present month's readings. The difference shall give the energy consumed during the month. A card in the same form shall be attached to each meter. At the time of entering the meter readings in the meter book, entries shall simultaneously be made in the meter card for reference by the consumer.

380. From the meter reading book, bills shall be prepared in duplicate. To the electricity dues shall be added an amount on account of water supply on the prescribed scales and total worked out. One copy of the bill shall be supplied to the consumer.

381. An Electric & Water supply demand shall be prepared (from the Office copies of the bills) in triplicate, college or departmentwise, showing the names of the employees and amounts due from them. Two copies of these statements shall be supplied to the college or department for making deductions from the salary bills, noting them in both the copies of the demand (in columns 7 and 8) by carbon process. One copy shall be retained by the department for record and the other shall be attached to the salary bill in support of deductions. The deductions shown in the salary bill shall be checked in the Finance Section (Establishment Branch) with the amount noted on the demand form and the same duly certified as correct, be passed on to the Electric & Water Supply Accounts Branch.

382. Collection from outside agencies shall be made in cash in the Finance Section.

383. The consumer's ledger shall be posted in respect of demands from the Electricity & Water Supply Demand Register. Realization of the dues shall be noted from the statement of collections made in cash and the demand statements returned by the Finance Section (Establishment Branch) with the recoveries noted therein.

384. A statement of arrears shall be prepared from the consumer's ledger and put up before the Accounts Officer. No arrears shall be allowed to accumulate, and in case of default the Accounts Officer shall have power to disconnect the electricity and water connection after giving a fortnight's notice to the consumer. The connection shall be restored only after payment of the arrears and a re-connection fee of Re. 1/-

385. Security deposit of Rs. 50/- shall be realised before giving electric connection to a private consumer, other than University employees. The security deposits shall be accepted in the shape of deposits in Post Office Savings Bank or Govt. securities pledged in the name of the University.

Note :— For other instructions regarding security deposits see Chapter IX.

386. A new service connection shall be provided only after a detailed estimate prepared by the Foreman Electric & Water supply has been sanctioned by the Principal Engineering College. The details of the estimate shall be noted in form A.R.-133.

387. The expenditure on the running and maintenance of the Electricity & Water supply Department shall be recorded as usual in the Cash Book and other subsidiary registers.

388. An energy cost statement shall be prepared at the end of the year from the following data.

1.	Units purchased (H.T.)	Units
2.	Units out-put of Rectifiers and transformers. (L. T)	Units
3.	Losses in H.T. Mains Rectifiers and Transformers :	Units
4.	Item 3 as percentage of item 2.	Percent
5.	Units supplied to consumers. (L.T.)	Units
6.	Losses in L.T. Mains	Units
7.	Item 6 as percentage of item 5.	Percent

389. The depreciation on plant and machinery shall be calculated as per schedule given in the Electricity Act as amended from time to time.

390. An account of the receipt and expenditure on Capital account and receipts and expenditure on Revenue account shall be prepared showing the monthly and upto date figures in a consolidated abstract Register in the form appended below. Separate pages shall be allotted for Capital and Revenue account. It shall be put up quarterly to the Accounts Officer for review.

Description	Capital A/c April, May (Receipt) To end of June and so on upto end of March
.	.
Sale of Plant & Machinery, previously charged to the capital (to be specified under proper heads).	
Other Receipts (to be specified)	

Description	April May To end of May June To end of June and so on upto end of March
.	.
1. Building	
2. Machinery	
3. Accumulators	
4. Mains including cost flaying	
5. Transformers and Motors etc.	
6. Electrical instruments	
7. Special items	
8.	
9.	
Total	

Description	.	April	May	To end of	May	June	To end of	June	and so on	upto	end of March
Sale of electric energy											
(i) Current											
(ii) Power											
(iii) Public lighting											
Rental of meters and other apparatus on consumers premises											
Repairs of apparatus											
Other receipts											
Excess of Expenditure over receipt											
Total :											

Description	.	April	May	To end of	May	June	To end of	June	and so on	upto	end of	March
1. Purchase of Electric energy												
2. Oil, Water etc.												
3. Salaries of engineers and staff directly charged												
4. Wages of workman, electrician etc.												
5. Repairs and maintenance												
6. Special items of expenditure												
7. Rates, Taxes etc., if any												
8. Depreciation												
9.												
10.												
Excess of receipt over Expenditure												
Total												

391. At the end of the year the net gain or loss on Revenue account shall be worked out from the above account.

C – Water Supply

392. A scale map showing the lay out of the Water line connections to residences and other places as well as the locations of fire hydrants, sluice valves etc. shall be maintained in Water Supply Section.

393. Electric & Water meters shall be installed at each tubewell to show the amount of Electricity consumed and the gallons of water discharged. The consumption of electricity and discharge of water shall be recorded in meter reading books.

394. Charges on account of water supply to residential accommodation shall begin to accrue from the date the residence is occupied. As soon as a residence is allotted to a tenant, the Estate Department shall send an intimation to the Foreman Electric & Water Supply and Account Officer for making necessary entries in the demand register which shall be common both for electricity & water supply.

395. Water charges shall be made at the rates fixed by the Executive Council and shall be included in, and realized with the bill of electric consumption.

396. From the cost of electricity consumed, other running expenses on the tubewells and the gallons of water discharged, as indicated by the water meters installed at each tubewell, cost per gallon of Water shall be worked out quarterly and reviewed by the Foreman Electric & Water Supply. A statement of the expenses incurred on the running of the tubewells along with the average receipts on sale of water shall also be submitted to the Accounts Officer who shall review if the water rates require any revision.

397. An account of the receipt and expenditure of the Water Supply organization shall be prepared at the end of the year in the following form.

Dr.	Amount	Cr.	Amount
To		By	
Electric energy consumed		Receipt from sale of Water	
Salaries of Engineers and operating staff		Other receipts pertaining to tubewell & Water Supply	
Wages of Workmen, Electrician, tube well operators etc.			
Other staff directly charged Maintenance and repairs			
Special items of expenditure			
Rates and Taxes			
Depreciation			
Other items			
Profit		Loss	
Total		Total	

398. A combined proforma account showing the financial working of the entire department shall also be prepared annually for incorporation in the Annual Account and Balance sheet after it has been 'audited by the Internal Audit Officer.

CHAPTER XXXIII

PRESS

399. The Press has been established for the purpose of printing and binding works of all the departments of the University, distribution of forms and stationery and sale of University publications etc.

The department shall be under the administrative control of a Manager. It shall consist of the following departments :—

- (i) Printing department, dealing with all sorts of University printing including publications etc.
- (ii) Forms and Stationery Department dealing with supply of printed forms and stationery to all the departments of the University.
- (iii) Publications department dealing with printing, publishing and sale of University publications.

400. Excepting printing of question papers and other confidential matters, all printing work of the University shall be done at the Press.

Note :— 1. Printing at a private Press shall only be arranged for if the Press is unable to cope with the work and the work is so urgent and important that it cannot wait till the Press is free to undertake it. Such printing shall be got done through the agency of the Press under the express orders of the Pro.Vice-Chancellor/Treasurer.

2. Printing of question papers and other confidential matters at the Press or through the Press is purely at the discretion of the authority concerned.

401. No private printing shall be undertaken at the Press without the express orders of the Vice-Chancellor/Pro Vice Chancellor/Treasurer.

402. All work sent to the Press for printing shall be accompanied by a requisition in Form A.R.-134. duly filled in and signed by the Head of Office/Department.

The Manager of the Press shall see that all work is produced in the most economical manner consistent with its importance and due dazes are strictly adhered to.

403. Except in cases of urgency, work shall not be sent to the Press marked "Immediate" or "Urgent" or a date. fixed for immediate printing. Approval of the Treasurer/Pro. Vice-Chancellor shall invariably be obtained and communicated to the Press in such cases.

404. All orders received in the Press for printing work shall be recorded in a bound register in Form A.R.-135.

Note :- In order to keep a collective and chronological record of printing, separate page or pages, shall be allotted to each department.

405. One galley proof and a subsequent page proof only will ordinarily be given of original works. The introduction of fresh matter into proof, unless absolutely unavoidable, is strictly prohibited.

Proofs will not be sent in case of reprints except where some fresh matter has been inserted in the original work or when a second proof is called for and corrections are few. The Press shall be responsible for the correctness of such work. -

406. Proofs must be returned promptly. Unusual delay in returning proofs shall be brought to the notice of the officer concerned, by the Press.

407. Printing shall be so arranged that every available space in the paper is utilised. This may be arranged by the Manager by resorting to combined printing.

If there is no printing material in hand to arrange for the combined printing, the work may be proceeded with and the Manager shall record a certificate to this effect.

408. The despatch of printed material and other supplies by the Press shall be accompanied by a bill in usual form in accordance with the instructions for adjustment by book transfer contained in Chapter XIV.

409. The charges for all printing and selling prices of all official University publications for sale to the public shall be fixed by the Treasurer in consultation with the Manager and the Internal Audit Officer on the ascertained cost of production and other general overhead charps.

410. For private printings, the cost shall, unless ordered otherwise, be estimated and realised in advance before the work is undertaken. On completion of printing a bill in Form A.R.–136 shall be, prepared in duplicate and one copy sent to the party along with the chalan. The balance of money, if any, shall be realised before the full delivery of the printed work is given.

Note :- The Vice-Chancellor may in individual cases relax this condition on the merits of each case on receipt of requests from the persons concerned.

411. The materials required for the printing work shall be drawn from the stores in the usual manner on requisitions in the prescribed form.

While issuing the materials, the store-keeper shall see that they are not issued in excess of the estimated requirements. No articles shall be issued in excess of the estimated requirements without the written order of the Manager.

412. Publications shall be divided into three categories :

- (i) for official use only,
- (ii) non-aalea,ble,
- (iii) for sale to the public.

Category (i) shall include all reports, special or practical or other publications which are only meant for internal use by the University.

Category (ii) shall include all publications which should have widest publicity in the interest of the University. For its printing and distribution sanction of the Vice-Chancellor shall be necessary.

Category (iii) shall include all reports, curriculums and other publications containing technical, special or general information and which shall be made available for sale to the general public. Separate account shall be maintained for each class of the above mentioned publications.

413. Except when it be obligatory under any Act or rules or orders of the Government no publication shall be distributed free of cost by the Press without the prior permission of the Treasurer.

414. A separate ledger in Form A.R.–137 shall be maintained for the University printings and private printings. The recovery of the cost of printing etc. shall be watched through this ledger. Separate pages shall be allotted for each department or customer.

These ledgers shall be reviewed periodically by the Manager to see that outstandings are not allowed to accumulate for long; and the recoveries are made within a reasonable time. Immediate and prompt action shall be taken for the realisation of arrears in each case.

415. The Press shall maintain an account of the type metal in Form A.R.-138 in respect of the printing done on the Mono-type machine.

416. The Manager shall prescribe the percentage of normal wastage of the type-metal during the process of melting and remelting. The percentage shall be approved by the Treasurer in consultation with the Internal Audit Officer.

The wastage in excess of the prescribed percentage shall be investigated by the Manager and reported to the Treasurer who shall take suitable action in the matter.

417. The Press shall stock all standard forms and Stationery and supply them to the departments of the University on requisition and payment by book adjustment. For this purpose the Manager will obtain in advance the requirements of each department for the ensuing year. The stock of articles of Forms and Stationery, however, shall not ordinarily be more than fifteen months normal requirements.

Note :- For each form the cheapest paper commensurate with the importance of the form and the period for which it will need to be preserved, shall be used.

418. All issue of forms and stationery shall be entered in separate ledgers to be maintained in Form A.R.-139. Monthly total of the ledger shall be posted in the relevant stock books and reconciled with the totals of the adjustment chalang, sent to the Finance Section.

419. The Press shall be closed annually for a fortnight from the 1st April for stock taking and no indents shall be entertained during this period. The Manager shall however, arrange to comply with very urgent indents and orders.

420. Every year, at the close of the financial year, the Manager shall prepare a Profit and Loss Account and Balance Sheet in Form A.R.-140 (with suitable modifications) to review the financial results of the working of the Press.

A copy of these accounts duly audited by the Internal Audit Officer shall be sent to the Finance Section along with a brief review of the activities and the financial results by the middle of June each year for inclusion in the Annual Accounts.

SECTION II
Public Works Account Rules

GENERAL

421. The term Works when used in a comprehensive sense applies not only to works of construction or repair but also to other individual objects of expenditure connected with the supply, repair, and carriage of tools and plants, the supply or manufacture of other stores, arranged by the P. W. D.

422. The operations on work are primarily divided into two classes.

- (i) 'Original works' comprising all new constructions.
- (ii) Repairs comprising operations undertaken to maintain in proper condition, buildings and works in ordinary use.

ORIGINAL WORK

423. The following conditions shall precede the execution of an original work.

- (1) *Administrative approval* of the competent authority viz. University Grants Commission in the case of Dev. Works for which grants are received from the Commission and the Pro. Vice-Chancellor in case of all other Works.
- (2) *Technical sanction* of the Building Committee to the detailed plans and estimates consisting of -a report on the proposed work, details of quantities and specification and rates for each item working upto the estimated figure. The sanctions would imply that the proposals are structurally sound and estimates are based on adequate data and accurately calculated.
- (3) *Expenditure sanction* of the Finance Committee.

In case an urgent work is carried out in anticipation of these formalities, prior orders of the Vice-Chancellor shall be obtained in writing, a copy of which shall be endorsed to the Accounts Officer for watching subsequent regularization.

DEVIATIONS AND ALTERATIONS DURING CONSTRUCTION

424. No deviations or alterations shall be permissible during the course of construction without the sanction of the Building Committee. Should any alteration or deviation from the sanctioned estimate involving additional expense over the figure sanctioned by the Finance Committee be considered necessary, a revised or supplementary estimate shall be submitted for technical and expenditure sanction.

Note :— In case of urgency and when it is not advisable to wait till the date of next meeting of the Building Committee, petty and minor deviations involving no extra cost or material changes in the design may be done under the written orders of the P. V. C. and the fact reported to the Building Committee for ratification at the time of its next meeting.

REPAIRS

425. Repairs are generally divided into three kinds :

- (i) Periodical repairs which are carried out as a matter of regulation and usually involve the same quantity from time to time.
- (ii) Repairs which are not carried out as a matter of regulation but which it is convenient to carry out as far as may be necessary, at the time of periodical repairs.
- (iii) Occasional or petty repairs which may have to be carried out between the times of periodical repairs.

426. Provision for the repairs of the first two kinds shall be made in the Annual Estimates and for the third kind in a separate requisition as the occasion may require. Repairs estimates shall include provision for the removal of accumulated rubbish, filling in unsightly pits etc. round the building and all works-establishment employed especially on the work and all watchmen sanctioned for the care of building etc. Sanction to an ordinary repair estimate shall lapse at the end of the year, while that for special repair shall remain current till the completion of the repairs.

COMPLETION REPORTS

427. A statement of completed works in which expenditure in excess of the sanctioned estimate has been incurred shall be submitted in Form A.R.-141 – to the Building Committee for review and regularization of the excess through sanction of the Finance Committee.

EXECUTION OF WORK-PRELIMINARY REQUIREMENTS

428. Work shall be executed either departmentally by employing daily labour or through contracts.

Before a work is given out on contract the O.S.D. (P.W.D.) and the Ex. Engineer shall prepare ‘contract documents’ which shall include :

1. A complete set of drawings showing the dimensions of the proposed work and details of various parts.
2. A complete specification of the work to be done and the materials to be used.
3. A schedule of the quantities of the various description of work.
4. A set of ‘conditions of contract’ to be complied by the person whose tender is accepted.

Note :- The terms and conditions and other details mentioned at items 1 to 4 above shall be prepared by the P.W. Deptt. according to requirements and submitted to the Treasurer iP.V.C. for approval. The opinion of the legal advisor shall also be obtained when necessary.

429. On receipt of approval, sealed tenders in Form A.R.-142. shall be invited in Form A.R.-143 in the most open and public manner by giving wide publicity. The tender notice shall state interalia :-

1. the place and time when the contract documents can be seen and blank forms of tender obtained and also the amount to be paid for the tender form etc.
2. the place where, and the date and time by which the tenders are to be submitted and where and when they are to be opened.
3. the amount of the Earnest Money to be deposited as a condition for the consideration of the tender and the amount and nature of the security deposit required in the case of the accepted tender.

430. Authority should always be reserved for rejecting any or all the tenders received without assigning any reason and this shall be clearly stated in the advertisement.

431. Lowest tender should normally be accepted, unless there is a strong justification for accepting the higher rates, such as, the financial position and the capacity of the contractor to execute the work. In such cases reasons for rejecting the lowest tender shall be recorded confidentially. The contractor shall, however, have no right to question why his tender has not been accepted.

GENERAL PRINCIPLES & INITIAL RECORDS

432. The initial records on which the accounts of works are based shall be as follows :

- (a) The Muster Roll, and
- (b) The measurement Books.

433. For work done departmentally through daily labour, Muster Roll shall be maintained in Form A.R.-144, showing the daily attendance of labour engaged, wages earned, and payments made to it and the amount left undisbursed. It shall also show the details of work done by the labour shown thereon quoting reference to the entry in the Measurement Book. Payment on Muster Roll shall be made after it has been passed by the Executive Engineer and shall be made by a responsible official of rank not lower than an Asstt. Engineer. He shall certify the fact of payment on the Muster Roll.

434. Unpaid items shall be entered in a register of unpaid wages and credited to "Deposits". Subsequent payments shall be made out of this head after obtaining a written request from the payee duly supported by a hand receipt. Items remaining unpaid for one complete financial year after the year in which it became due for payment, shall be transferred from "Deposits" to "Miscellaneous Revenue".

RECORD OF MEASUREMENT

Measurement Books

435. Payments for all work done which is susceptible of measurement and for all supplies otherwise than on lump sum contract basis shall be made on the basis of measurements recorded in the Measurement Books in Form A.R.-145 in accordance with the procedure laid down in this Chapter.

Writing of Muster Roll and Measurement Book

436. Every Muster Roll and Measurement Books shall be superscribed with the full name of the work as given in the estimates including sub-head of the work. All entries in it shall be made directly (i.e. without being recorded in any other papers) by an official of rank not lower than a sub-overseer.

Corrections, if any should be done neatly under proper attestation. Erasures and over writings are prohibited.

437. The pages of the measurement book shall be machine numbered. Entries shall be made either in ink or by indelible pencil and be continuous without any line or page being left blank. If any page or portion of it is left blank it should be scored by diagonal lines.

438. The Measurement Book shall in addition, indicate the name of the contractor or supplier, reference to the contract or agreement the name of work or purpose of supply, the number and date of order to commence work, the dates of commencement and completion and the actual date of measurement. The content and quantity shall be neatly worked out. If the entires pertain to a running account, reference to the measurement paid for on the previous running bill shall be given. Any charge which is in the nature of recoverable payment shall similarly be noted in the measurement book together with the names of the party or parties from which it is recoverable.

BILLS & PAYMENTS

439. All payments to members of work-charged establishment and to contractors and suppliers shall be made on bills and vouchers drawn in forms prescribed in this chapter.

Work charged establishment

Wages of the members of the work-charged establishment should be drawn and paid in the form "Paybill of work charged Establishment" Form A.R.-146. A consolidated bill should be prepared monthly for the whole division. Names should be grouped by works on which the persons are employed and their presence during the month on the works should be certified by the overseer or Asstt. Engineer.

440. An account of items remaining unpaid on the passed bills of work charged establishment on the day fixed for closing the accounts of the month shall be kept in a suitable register of items remaining unpaid. Subsequent payments shall be made on simple hand receipts and a reference given against the entries in the register.

CONTRACTORS & SUPPLIERS BILLS

441. The contractors and suppliers bill shall be prepared in the following forms.

1. Hand receipt Form A.R.-147.
2. Running and Final Account Bills Form Nos. A.R.- 148 or 149.
3. Payment bill for Petty or lumpsum contracts Form A.R.-150.

442. Hand receipt is a simple form of voucher intended to be used for all miscellaneous payments for which other forms are not suitable.

443. The running account bill Form A.R.-148 is suited both for contractors and suppliers, when on-account payments are made.

444. The payment bills in Form A.R.-150 are suitable for petty or lumpsum contracts only.

445. Preparation, Examination and Payment : Before the bill of a contractor is prepared, the entries in the measurement book relating to the description and quantity of work or supplies made should be scrutinized by the Asstt. or Executive Engineer and the calculation of contents or area got checked under his supervision. The bill shall then be prepared from these entries in one of the prescribed forms suitable for the purpose, and the rates to be allowed shall be filled in by the Asstt. or Executive Engineer in-charge of the work. Full rates shall be allowed only if the quality of work or supply is upto the required specification, otherwise only a fraction of the rate should be allowed for which a stipulation shall be provided in the general terms of agreement.

446. The bill so prepared shall be thoroughly checked with reference to the measurement book entries and in case of running payment with the previous bill, and it shall be seen that rates and calculations are correct and other conditions of contract fulfilled. After the bills have been checked the memorandum of payment shall be drawn up, the deductions to be made on any account shall be clearly shown and the bill submitted to the Executive Engineer for approval. The bill so approved shall be sent to the Finance Section for further scrutiny and payment.

447. When a bill is paid, the number, date and amount of the cheque by which it is paid shall be entered on the office as well as fair copy of the bill. The office copy of the bill after incorporating necessary corrections should be returned to the Executive Engineer to enable him to correct the records in his office and for reference at the time of preparing the next bill.

448. When a bill is prepared for work done or supplies made, every page of the measurement book containing the detailed measurements shall be scored out by red diagonal lines and when the payment is made the number and amount of the cheque and voucher number shall be recorded on the abstract of measurement.

ISSUE OF MATERIALS TO WORKS

449. Issue of materials to works may be made either from stock or other works.

These issues are divided into two classes Viz. (1) Issues to contractors (2) Issues direct to works.

Issue of materials to contractors may be made when an agreement has been entered into for completed items of work i.e. both for material and labour and there is a provision in the contract or agreement for the supply of the material by the department. In such cases the contract shall definitely specify the material to be issued, the place of delivery and the rate to be charged; and the contractor shall be held responsible for obtaining and paying for them in accordance with the agreement. No claim to carriage or incidental charges beyond the stipulated place of delivery shall be entertained.

450. Materials in stock, the issue of which has not been provided for in the contract, may be issued to the contractors for use on works only with the express order of the Executive Engineer; such order clearly specifying the rate to be charged and the place of delivery.

451. When materials are issued to contractors in accordance with the above provisions, they shall be exempted from 10% levy charges on account of supervision, storage and contingencies.

452. An unstamped but dated acknowledgement shall invariably be taken from the contractor at the time of delivery of the material and the cost chargeable to him shall at once be debited to his account in the works register in the column "contractors—other transaction" by credit to :

- (i) Stock at the issue rate in case of issue from stock.
- (ii) Other work concerned at the stipulated rate, in case of transfer from other work.

453. The difference, if any, between the amount debited to the contractor and the credit afforded to these heads shall be adjusted as an additional final outlay on the work.

454. The object of the rule is to ensure that the full value of the materials has been charged to the contractors and his account is not settled before it is completely recovered.

455. The recovery of the cost of materials may at the discretion of the Executive Engineer be made from the first bill authorising payment to the contractor or in installments from subsequent bills as they are used on the work.

456. Materials issued to contractors may be taken back if required for use on other works by special arrangement only, but the rate shall in no case exceed the rate initially charged to his account. The contractor, shall also not be allowed to remove them from the site without the express permission of the Executive Engineer and without making cash payment therefor at prevailing market price.

ISSUE OF MATERIALS DIRECT TO WORK

457. When materials are issued direct to work their value shall be treated as a final charge.

458. In order however to keep an effective watch over the utilization of materials issued direct to work, an account of the principal items shall be kept in Form A.R.-151. The consumption of the materials on the subheads of work shall be periodically reviewed by the officer-in-charge of execution of the work with reference to the authorized formula; any shortage coming to notice shall be investigated and action taken for its recovery or write off. The material left after the completion of the work may be returned to the stores. If there is no possibility of its being utilized on other work it should be sold off under the orders of Pro. Vice-Chancellor.

WORKS ACCOUNT

459. The register of works is a permanent record of all transactions of cash, stock or other charges, relating to works. It is maintained in Form A.R.-152 and is posted every Month from paid vouchers stock account and transfer entries. In opening the register of works separate folios shall be set apart in respect of each work for which a separate estimate has been sanctioned. The sanctioned estimate shall be noted at the top and when a supplementary estimate is sanctioned, it shall be entered below the original estimate and total struck. In case of revised estimate, however the original estimate shall be closed and the revised estimate opened on a fresh page.

460. Appropriation for the years where one is specifically sanctioned shall be noted in the space allotted for the purpose. In the column 'Total value of work done' shall be entered the charges which are booked under the final head of work in accordance with these rules. The value of materials issued to the contractor for use on work in accordance with the terms of contract, and any advance payment made to him shall be entered in the column, Suspense Account. The object of the head Suspense Account is to ensure that full recoveries on account of materials issued or advance payments made to the contractor are recovered.

461. The charges under the final head include all charges incidental to the construction. If, therefore, any part of the work is pulled down and rebuilt the extra expenditure shall be borne by the final head unless it is recoverable from the contractor, in which case it shall be debited to the contractor in the suspense column in the Register of Works and other transactions in the contractor's ledger.

SUSPENSE ACCOUNTS

462. As stated in the foregoing paragraphs, in addition to the head Final Charges an additional head Suspense Account is opened in the Register of Works to record transactions of temporary character which are adjusted either by the transfer of the amount to the final head on receipt of information regarding their correct classification or recovery of advance

payments made to the contractor or for watching the payment of unpaid labour. In case of works for which provision has been made separately for labour and materials in the abstract of estimates, the head 'materials' is also a suspense head.

LIABILITY AWAITING INCORPORATION

463. Liabilities shall be incorporated in the accounts of works only to the following extent.

- (a) Unpaid balances of partly or wholly unpaid muster-rolls and partly paid running account bill.

Note :— If a contractor delays receiving payment for more than one month after his final bill has been passed, the account of the work as passed on the bill shall be incorporated in the Register of Works and the balance due to him shall be removed from the accounts of work by credit to deposit to be dealt with separately. If he has been overpaid recoveries shall be watched through the objection Book.

- (b) Issue of materials to work from whatever source, whether payment has been made to the suppliers or not.

464. It is important that the accounts of works should be closed as soon as possible after the completion of works. Before, however, they are closed, it shall be ensured that all adjustments have been carried out, recoverable losses are fully recovered, all liabilities not originally brought to account have been liquidated or have been brought to account and the balances under the suspense heads are cleared i.e. in case of suspense head 'materials' the total cost of materials is transferred to the final head, and in other cases, the amounts payable or recoverable from the contractor are paid, recovered or adjusted, and unsettled liabilities of labour are liquidated.

465. When the work is completed and all the liabilities are settled and recoveries made, the account of the work shall be closed by drawing a double line below the last entry and the following remarks shall be endorsed 'under it over the dated initials of the Executive Engineer. Work completed in 19. If expenditure in excess of the sanctioned estimate has been incurred, it shall be regularised under proper sanction.

466. The orders regularising the excess shall be noted in the Register of Works and the account finally closed.

CONTRACTORS LEDGER

467. The accounts relating to contracts, shall be kept in the contractors ledger in Form A.R.-153, a separate folio or set of folios being reserved for all the transactions with each contractor for whom a personal account is maintained.

468. A personal account shall be opened in the ledger for every contractor whether or not a formal contract has been executed, except when payment is made to or on his behalf only on a first and final bill on completion of contract. If any materials are issued or payments made on his behalf, a ledger account shall be opened.

469. In writing the contractors ledger the following instructions shall be followed :-

- (a) Except when a contractor's account is to be closed and the procedure laid down in respect of unpaid bills has been observed, the value of work done or supplies made shall not be credited to his account, unless his bill has been passed and payment ordered thereon. Debit entries in the ledger shall be made only on the basis of transactions recorded in the accounts, and posting in the accounts shall be made from the supporting cash, stock or adjustment vouchers : liabilities not yet liquidated shall be excluded altogether. The materials issued to the contractor shall be debited to his account on the authority of his acknowledgment.

- (b) Columns 1 to 3 need no explanation.

Column 4 – cash advances, if any, made will be shown as plus entry and their recovery will be shown as a minus entry.

Column 5 – Value of store issued from stock and recovery made through contractor's bill or otherwise shall be entered in this column.

Column 6 – The amount debited to the contractor on account of debitable agency employed and its recovery and 10% security with held in case of running payments and subsequently paid through work bills shall be entered as plus or minus entries, as the case may be.

Column 7 – Here should be entered the full name of work to which the bill or voucher relates. Brief particulars describing the nature of the

transaction should also be mentioned in each case. When a recovery is made from the contractor from his running account bill in respect of amounts creditable to other works (vide item 5 (b) of the running account bill Form A.R.-148) two sets of entries shall be made in the ledger ; one for payment of the work done and the other on account of the recovery of the latter as if it has been made in cash.

Column 8 – If it is a running account bill, figure H of the memorandum of payments shall be posted in this column, otherwise the total amount paid or chargeable.

Column 9 – Here should be entered the value of work or supplies creditable to the contractor which will be figure F of account No. 1 in the case of running account bill.

Column 10 – In the case of running account bills, here should be entered the total value of work done or supplies made up-to-date as per figure A of account No. 1 of the bill. Before posting the bill, it should be seen that the figure shown in account No. 1 of the bill (as Deduct value of work done shown on previous bill) agrees with the last entry in column 10 of the ledger against the work concerned. In token of this check the last entry shall be initialled (and dated) by the Superintendent.

(c) The form of the ledger provides columns for :—

- (i) The date and voucher No., its serial No. if it pertains to a running account (cols. 1-3).
- (ii) Transactions which appear in the Register of Works under the head 'Suspense' and represent the amount payable to or recoverable from the contractor (cols. 4 -6).
- (iii) Name of work and account and particulars of transactions (cols. 7).
- (iv) Gross transaction in a bill including net value of work or supplies since previous bill and total value of work or supplies (cols. 8-10).
- (v) Remarks

BALANCING & RECONCILIATION

470. The ledger shall be closed and balanced quarterly. The closing shall show the amount outstanding on account of each work'. The total outstanding amount as per columns 4, 5, 6, should be equal to the difference of total debits and credits as shown in columns 8 and 9.

471. The contractors ledger should be reviewed periodically to see (1) that balances do not remain outstanding for long, (2) that in case of running accounts, bills are prepared at reasonable intervals and (3) that entries in column. 10 which do not bear the initials of the Accountant are investigated to ascertain the causes of delay in preparation of the bills.

LUMP SUM CONTRACT

472. For work done on lumpsum contract, the procedure prescribed in the foregoing chapters shall be followed *mutatis matandis* except in so far as it is modified by the special rules in this chapter.

In a lumpsum contract, the contractor agrees to execute a complete work with all its contingencies for a fixed sum in accordance with the drawings and specifications. No allusion is made in the contract to the departmental estimates of work, nor are detailed measurements of the work required to be recorded except in respect of additions and alterations. A schedule of rate is specified to regulate the amount to be added on account of such additions and alterations.

473. When it is proposed to get the work executed through lumpsum contract the prescribed specification, plans and drawings shall first be prepared and got approved by the Executive Engineer. The final payment shall be made only when, in addition to a detailed record of measurement in respect of additions and alterations, a certificate to the effect that the work has been completed in conformity with the prescribed specification is recorded by the officer-in-charge of the work.

FORMS OF BILLS

474. The form of bill for payment of work done on petty or lumpsum basis shall be A.R.-150. The details of addition and alterations alone shall be given in the bill, otherwise a certificate as prescribed above shall suffice.

CONTRACTOR'S LEDGER

475. The contractor's ledger for lumpsum contract shall be in the same form as for other contract work. Intermediate payments shall, however, be shown in the column 'Suspense-other transaction' and also in column-'Details for work done'. No credit shall be given till the final bill is charged.

CARRIAGE AND INCIDENTAL CHARGES

476.

- (a) The cost of carriage of stock materials to site of work, and of all carriage charges in connection with the movement, from place to place of other materials issued to or provided specially for a work, shall be charged direct to the account of the work, the exact classification of charge being as indicated below :

Nature of issue of materials	Head chargeable in the account of the work
I. Issues to contractors under paragraph 439	
(a) To the promised place of delivery	“Final charges” in the case of estimates not exceeding Rs. 10,000 and “additional charges for materials issued to contractors” in the case of estimates exceeding Rs. 10,000.
(b) Beyond the place of delivery, if incurred	The personal account of the contractor under the suspense head “Contractors — Other transactions”.
II. Issues to contractors under paragraph 440	-Ditto-
III. Issues direct to works	The Sub-head to which the cost of the materials is charged.

- (b) when surplus materials are returned from a work to stock, the cost of carriage shall be borne by the work, but if they are transferred to another work, the charge may be debited to either work as may be equitable.
- (c) Incidental charges connected with the movement of materials issued to or provided specially for a work or returned therefrom, shall be adjusted in the same way as the cost of carriage.

- (d) In all cases the places from and to which conveyed, the distance, the quantity and the approximate weight must be clearly stated in the payment vouchers.

CHAPTER XLI

P.W.D. STORES

477. The following rules shall apply to the transactions of P.W.D. Stores. The rules in Chapter XII relating to stores shall be modified to the extent indicated in these rules in so far as they relate to P.W.D. Stores.

478. The general administration of all the stores of the Public Works Department shall vest in the O. S. D. (P.W.D.) on whom shall devolve the responsibility of arranging the acquisition, custody, distribution and disposal of stores.

479. The stores of the department shall be divided into the following categories :—

1. Stock of general stores.
2. Tools & Plant. This head is further subdivided into :—
 - (i) Scientific Instruments & Drawing materials.
 - (ii) Plant & Machinery.
 - (iii) Tools.
 - (iv) Camp equipage.
 - (v) Live Stock.
3. Road metal.
4. Materials charged direct to work.

480. Purchases of stock materials and tools and plant shall be made by the Officer on Special Duty (P.W.D.) From the point of delivery to the disposal of the stores either by use on work, sale, transfer or write off the responsibility for inspection, custody, and their proper accounting and handling, and issue shall devolve generally on the said officer.

ACCOUNT OF P.W.D. STORES

481. Both, value and quantity account shall be maintained in Form A.R.-154 for each item included in the category of Stock or General Stores.

482. When stock materials are sold to public or outside body, an additional 10% or such higher percentage as may be fixed by the competent authority shall be levied over the issue rate to cover the charges on account of supervision, storage and contingencies etc.

PROFIT & LOSS ON STORES ACCOUNT

483. The actual amount charged on issue of stores may differ from the cost of acquisition. This difference will be mainly due to the percentage levy or the special rates charged to the contractor for issue of materials not provided for in the contract. The amount on account of percentage -levy shall be available from column 11 of the stores account. Other gains or losses shall be recorded in the remarks column. The net result of these two columns shall give the profit or loss which shall be adjusted by credit or write off to revenue.

TOOLS AND PLANTS

484. Tools and Plants are broadly divided into two kinds :—

- (a) General and. Ordinary tools and plants required for the general use on work.
- (b) Special Tools and. Plants i.e., those required for a specific work.

The cost of supply, repairs and carriage of articles of class (a) shall be charged against the head T. & P. in the budget estimates whereas charges of class (b) shall be borne by the accounts of the work concerned.

485. Only numerical account shall be kept of all T & P articles in charge of the P.W.D. in Form A.R.-155 through which all transactions relating to their receipt and issue shall be watched.

486. Except in case of cash sales, issues of T & P articles shall be supported by acknowledgements of the persons receiving them. When they are lent to contractors, such acknowledgements shall further set forth the valuation of the articles lent. The hire charges to be recovered should be fixed under the orders of the Executive Engineer and recovered in advance.

ROAD METAL

487. As the roadmetals is kept at the road side before being laid down, a simple quantity account showing the receipt, issue and balance of road-metals shall be maintained road-wise in Form A.R.-156.

488. The general rules relating to the verification of stores and rectification in accounts shall apply *mutatis mutandis* to T & P and Roadmetal also. When a deficit is noted, it should not be removed from the quantity account but a red ink mark should be recorded and carried from month to month till the discrepancy is set right either by recovery or write off when the quantity account should be corrected where necessary.

489. An inventory of a dead stock, e.g. plant and machinery equipments, scientific instruments, furnitures and fixtures etc. in possession of the department and put on use shall be prepared and kept in the department. The items shown in this list shall be reconciled with the issues shown in the stock book of the department at the time of annual verification.

Note :- The "issues" shown in the register are only meant to indicate their location. It should not be taken to have been charged off the stock.

490. A physical verification of all P.W.D. Stores shall be made at least once a year, latest by the 31st May, under the personal supervision of the Officer on Special Duty (P.W.D.) by responsible officials of his department who should be conversant with the nature of the store and be not in any way connected with the actual handling of the store . The verification certificate shall be recorded by the Officer on Special Duty (P.W.D.) on the ledger itself in the following form :

CERTIFICATE OF VERIFICATION OF STOCK

I certify that I have verified the physical and ledger balances on the date and have found them to agree except in the following case

Description of store	Page No. of the Ledger	Book Balance	Ground Balance	Excess	Shortage	Remark
1.	2.	3.	4.	5.	6.	7.

Signature.

All the discrepancies noticed should be brought to account immediately so that the stores account may represent the true state of stores. All excesses shall be taken on charge as receipt and shortages charged off the ledger as issues. The shortages shall be properly investigated and the amount recovered or written off under proper sanction. A survey report of unserviceable articles shall be prepared in Form A.R.-152.

The Internal Audit Organisation will also verify the accuracy of the physical verification at the time of checking of the stores accounts of the department.

Part III

DELEGATION OF POWERS

DELEGATION OF POWERS

Nature of powers	Authority empowered	Extent of powers delegated
1. Write off of obsolete surplus or unserviceable stores	V.C.	Full
2. Shortage of stores - Write off of	V.C.	Upto Rs.50/- in each case
	E.C. (through F.C.)	Above Rs. 50/-
3. Irrecoverable overpayments - Write off of	V.C.	Up to 250/- in each case
	E.C. (through F.C.)	Above Rs.250/-
4. Re-appropriation of funds from	V.C.	Full, provided the ceiling limit is not exceeded
(i) One revenue head to another		do do
(ii) One capital head to another	V.C.	Up to Rs.1000/- in each case
(iii) One revenue head to capital head or vice-versa	V.C.	provided the total ceiling (Revenue + Capital) is not exceeded
(iv) All other cases	E.C. (through F.C.)	Above Rs.1,000/-

Nature of powers	Authority empowered	Extent of powers delegated
<p>Note : If the reappropriation orders involve appropriation of funds to a "new" item of expenditure, it shall be reported to the Finance Committee even though that might be within the amount upto which the V.C. is empowered.</p>		
5. Write off of losses due to fair wear and tear and normal depreciation as well as natural causes	Heads of Deptt.	Full powers
6. Write off of irrecoverable balance of losses due to embezzlement, theft etc.	V.C.	Upto Rs. 250/- in each case
7. Power to alter and correct date of birth in case of staff	E.C. (through F.C.) V.C.	Above Rs. 250/- Full
8. Power to extend the date for payment of dues by students	Treasurer / Registrar	Upto 1 month
9. Remission of revenue	C.V. V.C. E.C. (through F.C.)	Upto 3 months Upto Rs. 250/- in each case Above Rs. 250/-
10. Allotment of residential quarters	Treasurer	Full

Nature of powers	Authority empowered	Extent of powers delegated
11. Expenditure from the grant for unforeseen expenditure	Treasurer	Upto Rs.1000/- in each case of non-recurring expenditure
	V.C.	Above Rs.1000/- but not above Rs.5000/- in each case of non-recurring expenditure
	E.C. (through F.C.)	Above Rs. 5000/- in each case
12. Repairs to cycles	Head of Offices	Upto Rs. 30/- per cycle per annum
	Treasurer	Above Rs. 30/- per cycle per annum
13. Purchase of newspapers, periodicals, journals etc.	V.C.	Full powers
14. Telephone charges (New connections)	E.C. (through F.C.)	Full powers
15. Purchase of motor vehicles	E.C.	Full powers
16. Purchase and sale of live stock	V.C.	Full powers
17. Hire of furniture, fans etc.	Treasurer / Registrar	Full powers
18. Purchase of furniture, fans, typewriters, cycles	V.C.	Full powers
19. Advertisement charges	P.V.C. / Treasurer	Full powers
20. Printing at local presses	V.C.	Full powers
21. Payment or annual / periodical rent on lands, buildings etc.	Treasurer	Full powers

Nature of powers		Authority empowered	Extent of powers delegated
22.	Grant of permanent Imprest	V.C.	Full powers
23.	Grant of temporary advances	Treasurer	Full powers
24.	Disposal of immovable property	E.C.	Full powers
25.	Permission for temporary occupation of cultivable land	V.C.	For a period of 5 years in each case
		E.C.	Beyond a period of 5 years in each case
26.	Sanction for leasing out buildings, shops, etc.	Treasurer	Upto 1 year
		V.C.	Exceeding 1 year but not exceeding 5 years
		E.C.	Beyond 5 years
27.	Demolition of buildings	E.C.	Full powers
28.	Sale of fruits, grass, sair etc.	Treasurer	Upto Rs. 100/- each lot
		V.C.	Exceeding Rs. 100/- each lot
29.	Sanction to estimates for execution of petty works	P.V.C. / V.C.	Full powers
30.	To accord administrative approval for original works	P.V.C. / V.C.	Full powers
31.	To accord Technical approval for original works	P.V.C. / V.C. on the recommendation of Building Committee	Full powers

Nature of powers	Authority empowered	Extent of powers delegated
32. To accord sanction to revise supplementary estimates of original works	P.V.C. / V.C. on the recommendation of Building Committee	Full powers
33. Sanction of advances to contractors or other private individuals	E.C.	Full. V.C. may however sanction advances in emergency, subject to approval of the E.C.
34. Sanction to estimates for ordinary repairs	P.V.C. / V.C. on the recommendation of Building Committee	Full
35. Sanction to excess expenditure over estimates	P.V.C. / V.C.	Upto 5% of total value of work
36. To sanction estimate for purchase of furniture, fittings, equipments etc.	P.V.C. / V.C.	Full
37. To approve schedule rate	P.V.C. / V.C.	Full
38. To sanction xxx xxx xxx xxx xxx xxx	P.V.C. / V.C.	Full
39. To extend date of completion of work	Treasurer / P.V.C. / V.C.	Full
40. To advertise and accept tenders for execution of work	Treasurer / P.V.C. / V.C.	Full
41. To sanction repayment of security deposit	Treasurer / P.V.C.	Full
42. To sanction purchase, sale and repairs of tools and plants, stores (PWD)	P.V.C. / V.C.	Full
43. To sanction write off of lost Measurement Books	V.C.	Full
44. To sanction write off of lost Receipt Book	V.C.	Full

Nature of powers	Authority empowered	Extent of powers delegated
45. To sanction write off of loss on stock due to depreciation owing to fall in prices	V.C.	Full
46. Creation / Abolition of Tem. Posts	V.C. E.C.	Upto 6 months in each case Beyond 6 months in each case
47. Creation / Abolition of permanent posts	E.C. (through F.C.)	Full powers
48. Repairs to typewriters	Heads of Deptt.	Full, subject to the prescribed ceiling
49. Petty purchases	Heads of Deptt.	Upto Rs. 25/- in each case
50. Miscellaneous expenditure	Heads of Deptt. Treasurer	Upto Rs. 100/- in each case Above Rs. 100/- in each case
51. Signing of pay order on bills	Supdt. Of Accounts Asstt. Accounts Officer Accounts Officer	Upto Rs. 500/- Above Rs. 500/- but not above Rs. 1000/- Above Rs. 1000/-

Note :- 1. The powers delegated are subject to availability of funds as sanctioned by the Finance Committee / Executive Council.

2. These delegations do not empower an authority to sanction any expr. Which involves "New" expenditure

3. The exercise of powers by an authority is subject to observance of any general or special direction which might have been issued by the competent authority in each case

4. No authority may delegate any part of the powers conferred upon it to any authority subordinate to it without the previous approval of the Finance Committee and the Executive Council

Part IV

APPENDICES

APPENDIX A

REALISATION AND REFUND OF FEES, CAUTION MONEY, AND OTHER DUES

1. Save as otherwise provided in these rules all fees and other dues from the students shall be realised at the counter of the Finance Section between the first and fifteenth of each month.

Note :— For the sake of facility and to avoid rush at the counter, specific dates may be allotted to different colleges between the 1st and the 15th.

2.

- (a) College, hostel and other dues in respect of Women's College shall be realised in the office of the Principal, Women's College.
- (b) Dues in respect of the college and hostel at Kamachha shall be realised at the counters of the Principal's Office at Kamachha.

3. The rules in this chapter regarding the realisation of fees and the maintenance of accounts etc. shall apply to all fee realising units mentioned in rules 1 and 2 above.

4. Dues etc. from the students at the beginning of the session shall be realised on production of admit card in Form A.R.-30 by the student. The counterfoil of the admit card shall be returned to the College concerned by the Finance Section after realising the necessary dues and giving necessary reference of the demand register.

5. Applications for re-admission shall not be accepted unless they are accompanied by a "No dues certificate" from the Finance Section. If any dues are outstanding, the amount shall be noted by the admitting authority on the admit card. The Counter Clerk shall realise the arrears along with the regular dues at the time of admission in July after consulting the demand register. He/she shall then transfer the arrears of the particular student from the arrear register to the new register.

6. In the middle of August every year the Principals of Colleges shall send to the Finance Section (with a copy to the Internal Audit Officer) a list of students on rolls (including casual, repeater and private) separately for each class in Form A. R.-31.

The Dean of Students shall also send a similar list of students residing in the hostels, and lodges in Form A.R.-32 (with a copy to the Internal Audit Officer).

7. The demand register shall be checked with the lists referred to in rule 6 above to see whether the name of any students has been left out from the register. After careful comparison a list of defaulters shall be sent to the Principals/the Dean of Students for suitable action against the defaulters.

8. By the 20th of each month Principals of Colleges and the Dean shall send a list, showing only the changes of student including the names of casual, repeater and private students, if any, to the Finance Section to enable it to keep the demand register up-to-date. The list shall be sent in Form A.R.-32. In case there is no change, a 'nil' statement shall be sent. A copy of this list shall also be endorsed to the Internal Audit Officer.

A list of fines and other recoverable dues from the students shall be sent by the Principal/the Dean monthly to the Finance Section by the 20th of each month. A copy of this list shall also be endorsed to the Internal Audit Officer.

9. In case of students offering double course, entries shall be made in the demand registers of both the classes, a cross reference being made in both the registers. Realisation of fees etc. and the arrear dues shall be watched through the register of the class for which the student pays the full fees.

'No dues certificate' shall not be given before consulting both the registers.

10. Casual students, repeaters, Research Scholars and Private students shall be charged the prescribed fees which may be fixed by the Standing Committee of the Academic Council from time to time.

11. Private students who are permitted to stay in the University Hostels and Approved Lodges while appearing in the examination shall be charged rent etc. as may be fixed by the competent authority from time to time.

12.

- (a) By the 25th of each month the Finance Section shall send a list of defaulters to each college for suitable action by the Principal.
- (b) On receipt of list from the Finance Section the Principal shall warn the students in writing to pay off their dues. If a student fails to clear his/her dues within the prescribed time-limit, his/her name shall be removed from the rolls of the College by the Principal and intimation of the same sent to the Finance Section. Such students shall only be allowed to attend classes on readmission and on payment of outstanding dues.

13. For the purpose of realisation of college, hostel and other dues the following records shall be maintained by each counter clerk.

1. Printed fee receipt books (Form A.R.-33)
2. Demand Register (Form A.R.-34)
3. Daily Collection Register Form A.R.-35)
4. Chalan Book. (Form A.R.-36 and/or 36A)
5. List of freeship, half-freeship etc. awarded to students.
6. List of students residing in hostels or approved lodges and the monthly list showing their subsequent changes which should be noted in the original list.
7. List of students on rolls in each College.
8. List of fines and other miscellaneous dues as intimated by the various competent authorities of the University.

Lists referred to at items 5 to 8. above shall be neatly kept in separate files by each counter clerk.

14. Every year in June a separate demand register shall be opened for each class of the respective colleges. The demand register shall contain all the informations in respect of the dues to be realised from the students.

Demand Registers shall be prepared in advance in respect of the month for which the realisation has to be made.

In preparing the demand register the following records shall be consulted by each counter clerk :

- (i) List of fixed charges e.g. tuition fee, hostel rent, games fee etc. This shall be compiled from the usual records e.g. calendar, prospectus and orders fixing or revising the rates of fees from time to time.

- (ii) List of freeship, half-freeship and other concessions,
- (iii) List of students on rolls in colleges and hostels and the subsequent changes statements received from the Principals and the Dean of students.
- (iv) List of fines and other recoverable dues.

15. All entries of fixed charges in the demand register shall be checked by the Asstt. Accountant (Counters).

Any discrepancies found as a result of checking shall be corrected and adjusted then and there or shall be adjusted in the next month's accounts at the latest.

16. Entries in respect of the following items shall be attested under the dated initials of the Accountant (Counters) :

1. Arrear dues.
2. Freeship and half-freeship concessions.
3. All changes of residence, removal of names, transfer of students' name from one demand register to another etc. etc.
4. Fines and other miscellaneous recoverable dues.

17. No additions or corrections shall be made in the demand register by the counter clerk without the knowledge of the Accountant (Counters) who shall attest all alterations or corrections under his dated initials.

18.

- (i) At the close of the session all the demand registers shall be closed and the arrears of dues shall be carried forward to a new demand register called "Arrear demand Register". One demand register shall be maintained for each college (class-wise). All entries in this register shall be checked and attested by the Accountant (Counters).
- (ii) Arrears of dues when realised shall be entered in that register.
- (iii) This register shall be consulted while paying the caution money or other refundable dues of the students.

19. The demand register shall be posted by the counter clerk daily from the counterfoils of the receipts.

The posting in the demand registers shall be checked by the senior clerks and the fact recorded in the demand register.

20. The demand register shall be closed every month and the total struck. The total realisation should tally with the monthly total in the Daily Collection Register. In case of any discrepancy, the difference should be reconciled.

After tallying the total a certificate shall be recorded in the register in the following form :-

“Certified that the total realisation tallies with the total monthly collection in detail (Daily Collection Register) and is correct”.

Thereafter the demand register alongwith the daily collection register shall be placed before the Asstt. Accounts Officer for review and signature.

21. Each counter clerk shall maintain a Daily Collection Register for each college. Every receipt shall be posted in this register under the respective heads.

22. It shall be totalled daily at the close of the day and shall be checked by the senior clerks daily with the duplicate of the receipts (original being given to students and duplicate retained for office use). The fact of checking shall be recorded on the register itself under the dated initials of the persons checking it.

The Asstt. Accountant (Counters) shall test check at least 25% entries in each register from the receipt books and the Accountant (Counters) also shall carry out test checks at irregular interval.

Note :- For checking the detailed register, one counter clerk may if need be, entrusted with the checking of the register of another clerk and vice versa. The checking clerk should in that case be inter-changed periodically.

23.

1. The cash realised during the day shall be checked and tallied with the total collection in each register.
2. The chalan shall then be prepared in duplicate and submitted to the cashier along with the register and cash realised. The cashier will receive the money and sign the chalan as well as the register in token of receipt of the money made over by the counter clerk. After this is done the cashier shall put all the receipts in his cash remittance book and get the same checked by the Accountant (counters) who shall sign it and be responsible to ensure that all the monies received by the counter clerks has been handed over to the cashier.

3. Money along with the chalan and the register shall be handed over to the cashier who shall count, receive the money and sign the chalan as well as the register in token of the receipt of money made over to him/ her by the counter clerk.
- 24.** Money realised during the day shall be deposited at the close of the day with the cashier by each counter clerk.
- 25.** In the daily collection register, total shall be checked every day. An abstract shall also be prepared daily
- 26.** The monthly total shall be checked with the total in the Cash Book. The discrepancy, if any, shall be explained.
- 27.** All refunds of fees shall be made on a voucher in Form A.R.-37, the refund being noted and attested by the Accountant (Counters) in the demand register. All adjustments of fees shall also be made in a similar manner.
- 28.** All caution money realised from the students shall be noted by the counter clerks in a separate register in Form A.R.-38. There shall be a separate register for each academic year.
- 29.** Refund of Caution Money shall be made on a bill prepared in Form A.R.-39. The Caution Money shall not be refunded unless a “No dues certificate” has been obtained from all concerned e.g.counter clerk, library, hostels etc. etc. No refund of caution money shall be made after the lapse of three years or before six months of the student leaving the University.
- 30.**
- (a) Refunds of fees shall be made in the following cases :
- a) Fees paid in excess of the amount prescribed for a particular purpose, erroneous and double payments.
 - b) Fees remitted by candidates for examinations or for other purposes when they are not qualified for the same.
 - c) Fees remitted by candidates for purposes for which the applications are not considered.

- d) Change from one college to another with the the permission of the Principals of both the colleges. In such cases admission fee will not be refunded.
 - e) On abolition (as distinct from temporary suspension) of a course of study.
- (b) Refunds in cases other than those mentioned above shall be made only under the orders of the Registrar.
 - (c) First installment fees except caution money shall not be refunded if the student decides to discontinue his/her studies thereafter.
 - (d) All applications for refund of such fees should be made not later than one year of the date of its payment after which it would lapse to the University.

31. At the close of each financial year a consolidated statement of demands, collection and arrears outstanding in respect of each college shall be prepared and submitted to the Treasurer with a brief note explaining chief points of variations in the demands, collections and arrears of fees etc.

APPENDIX B

SCHOLARSHIPS

1. The following categories of scholarships are awarded to the students reading in the University :

- (i) Scholarships from Special and General Funds of the University.
- (ii) Scholarships awarded by the Government of India/ State Governments,
- (iii) Scholarships awarded by other agencies,
- (iv) Practical training stipends awarded by the Government of India,
- (v) Research Scholarships/Fellowships.

2. Scholarships shall be awarded according to the terms and conditions of each class of scholarships.

3. Scholarships from the General and Special Funds shall be awarded by the Standing Committee of the Academic Council

A list of such scholarships awarded shall be sent by the Dy. Registrar (Academic) to the Finance Section and the Principals of Colleges concerned.

Any subsequent changes in the list shall likewise be communicated by the Dy. Registrar (Academic) to the Finance Section and the Principals as soon as the event occurs.

4.

- (i) For scholarships awarded by Government and other agencies separate sanctions shall be received by the Principals of Colleges concerned. The Principals shall send a copy of the sanctions to the Finance Section immediately for information.
- (ii) On receipt of the sanctions it shall be recorded in the scholarships register (Form A.R.-40) and a bill shall be prepared in usual treasury form immediately for drawl of the amount from the treasury. The same along with a chalan in duplicate as well as a bill for payment to the party concerned shall be sent by the Principal to the Finance Section. The Finance Section shall first collect the amount from the treasury, credit the same into the University accounts and thereafter pass the

bill for payment of the amount to the scholar quoting reference to the deposit concerned. The Principal concerned shall also be informed simultaneously. -

- (iii) In case the money is received by cheques, money order or bank draft, it shall be deposited in the Bank by the Principal concerned in the prescribed manner.

Note :- The above rules shall also be followed in respect of scholarships awarded by other agencies.

- (iv) Treasury bills shall be drawn very promptly. It should not take more than a month from the date of receipt of sanction, for drawing the bill.
- (v) Very special care shall be taken for sanctions received in March and every care /shall be exercised to see that the amount is drawn from the treasury before the close of the financial year i.e. 31st March.

Cases in which this cannot be done, or omitted shall be reported to the Vice-Chancellor by the Principal in a special letter indicating the reasons for non-drawl of money from the treasury.

5. Bills for payment relating to Government of India practical training stipends shall be drawn and paid according to 'specific instructions of the Government in each case. The head of the institution shall, however, record a certificate that the candidate has actually been receiving training during the period to which the payment relates.

An attested copy of the certificate shall be attached with the bill

6. Junior and senior research scholarships are sanctioned by Government who themselves make appointments and remit money for payment. It should, therefore, be ensured that bills relating to such research scholarships are not drawn unless their appointments have been approved by the Government concerned.

7. All sanctions of scholarships (for general, special, Government or otherwise) and the drawls against these sanctions shall be recorded in a register to be maintained in the Principal's Office in Form A.R.-40. Such sanctions in the Finance Section shall be recorded in Form A.R.-41. The sanctions and drawl shall be attested by a responsible official of the Principal's Office/Finance Section (Accountant, Head Clerk or some teacher to be nominated by the Principal/any person authorised by the Registrar).

8.

- (a) The scholarship bills for payment shall be prepared in Form A.R.-42 monthly or periodically according to the nature of the scholarships. Bills shall not be accumulated for several months and drawn in lumps. All the details and the certificates printed on the bill shall be filled in and signed by the Principal in ink.
- (b) The scholarship bills shall then be sent to the Finance Section for scrutiny and payment.

9. Save as otherwise provided all scholarship bills shall be paid by the cashier of the Finance Section who shall satisfy himself as to the proper identity of the payee before payment.

10. The scholarship bills of the following institutions may be disbursed by the Heads of the respective Institutions.

1. Women's College,
2. C.H.C. Kamachha.
3. Central Hindu Boys' and Girl's School,
4. Ranvir Sanskrit Pathashala.

In these cases the Finance Section shall send a cheque for the amount drawn to the Head of the Institution who will pay the amount after obtaining proper acquittance which should be returned to the Finance Section for record with the following certificate endorsed on it :

"Certified that the amount of Rs received from the Finance Section vide Cheque No has been disbursed by me to the actual payees".

*Signature of the Head of the
Institution*

11. No payment of scholarship shall be made in anticipation of the receipt of money of the particular scholarship.

12. No advance payment of Scholarships shall be made except in very special and rare cases where special sanction of the Vice-Chancellor shall be taken by the Principal or Head of the Department concerned through the Finance Section.

13. Scholarship bills lying undisbursed for more than a year shall lapse and no payment of scholarship shall be made thereafter.

Such undisbursed scholarship bills relating to Government of India, State Governments and other agencies shall be refunded to the party concerned.

APPENDIX C

LIST OF FORMS

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