



बाबासाहेब भीमराव अम्बेडकर विश्वविद्यालय
(केन्द्रीय विश्वविद्यालय)
विद्या विहार, रायबरेली रोड, लखनऊ-226 025
BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY
(A Central University)
Vidya Vihar, Rae Bareli Road, Lucknow-226025

URGENT

Letter No. :
Dated :

Circular for speedy payment processing

Following observations have been noticed in various files processed for payment or put up for approval:

1. Name, designation and stamp of the verification authority and HOD/ sectional Head is not available on the bills in most of the cases. Signature must be followed by the name, designation and stamp of the authority on the bills to be paid.
2. Files are not being named and numbered properly. Till such time, the new system is in place, the files may please be named and numbered properly so that the necessary records are maintained. In some cases it was also observed that the payments are proposed on a single sheet having no file cover, number etc. This may be avoided.
3. For payments relating to honorarium, fee and remuneration the authorities may please ensure that the sanction letter of the payment reaches to the DDO for necessary deductions as per Income Tax Rules as the same is taxable.
4. Files/proposals relating to purchase should be sent along with the certificate that funds are available in the relevant head of Plan/Non Plan expenditure, which should invariably come from the Budget Control Register maintained in the Section as per Budget Circular of this office dated 28.4.2010 reiterated on 24/07/10.
5. All the adjustments of imprests well as of temporary advances must be sent along with the summary sheet of expenditure duly signed by the concerned and countersigned by the Head of the Deptt./Sectional Head and routed through controlling officer. Proper Stock entry may also be ensured along with verification of each bill.
6. Before sending the files having financial implications to the competent authority, financial concurrence should be taken before putting up to C.A., in order to avoid the delay.

Accordingly, all are requested to please adhere to with the above instructions for bringing efficiency. Any clarifications/ suggestions can be had with the undersigned. This is issued with the approval of the competent authority.

Finance Officer
Email-fo@bbauindia.org

Copy for information and n/a to:-

1. P.S. to Hon'ble V.C. for kind information to Hon'ble V.C.
2. All the Dean of Schools
3. Registrar/COE
4. All Heads/Coordinators of the Deptt./Librarian
5. DR(Academic)/DR (SC/ST) Cell/DR(Store)/AR(Finance)/ S.A.s/Accountants
6. Dean, Students Welfare/Executive Engineer/I/c Guest House/ I/c Hostel (Boys/Girls)

Finance Officer
Email-fo@bbauindia.org