



UNIVERSITY OF KERALA

No. Audit.I.Pay Roll/2009

Thiruvananthapuram

Dated: 18/09/2009

CIRCULAR

Sub: Pay Roll Automation Project– Implementation – instruction issued –

Ref: 1. U.O.No.Fin.III.1.3890/09 dt.14/9/2009.

2. Circular No. Audit I. Pay Roll/2009 dt.15/9/2009.

In continuation to the U.O. and Circular above the following further instructions are issued for compliance by all Self Drawing Officers/Heads of Departments/nodal officers etc.

1. Salary and allied claims of all regular Self drawing officers of the University service coming under the purview of the salary automation package from 1/9/2009 shall stand credited to their SB Accounts on the due date of salary. They need not present salary bills.
2. All the Self Drawing Officers are required to furnish a self declaration with regard to their attendance for the period from 21st of the previous month to 20th of the current month for processing of their salary claim for the respective month (proforma appended).
3. The Self Drawing Officers working in Depts./Offices other than the main office shall furnish the declaration of attendance to the Heads of Dept/Office concerned on 20th of the current month and all the Heads of Offices/Depts shall forward the same with his counter signature to the Dy.Registrar, Audit, Palayam in original so as to reach him on 23rd of the month. Piece-meal submission of the declaration is not allowed except in unavoidable circumstances like leave etc.
4. The Self Drawing Officers working in the University office, Palayam, UITs, Colleges of Teacher Education etc shall submit the self declaration to the nominated nodal officers on the due date and the nodal officer shall forward the same along with that of himself to the DR, Audit, Palayam on or before 23rd of the month.
5. In the case of the Statutory Officers of the University, submission of attendance certificate is not insisted.
6. All the leave availed of by the Self Drawing Officers during the period of report shall be noted in the declaration with full details of the UOs sanctioning the leave. If the application for leave during the period of report is pending sanction, the fact may be noted in the self declaration and the salary claim in such case shall be preferred only after obtaining copies of the U.O. sanctioning leave. (It may be noted that the software demands the number and date of the U.O.). Furnishing of false information shall attract punity measures.

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7. Salary claims of those who do not furnish the self declaration and Acquittance Roll shall not be processed.
8. After the credit of salary to the bank account, a salary slip with details of the entitlements, deductions, net salary credited along with an Acquittance Roll shall be forwarded to the Heads of Office/Dept/nodal officers in respect of the members of that office/group. They shall distribute the salary slip among the members and also obtain stamped signature from all of them in the Acquittance Roll. The duly filled up Acquittance Roll is to be forwarded to the DR, Audit, Palayam along with the attendance particulars referred in Para 2 to 5 above. Non submission of the Acquittance Rolls entails forfeiture of subsequent claims and disciplinary action. The Heads of Office/Dept/nodal officers may furnish the reason for the non submission of Acquittance Roll of a member of that Office/Group while forwarding the particulars of other members.
9. The attendance particulars in the case of establishment staff of University office may be furnished by the Asst. Registrars as at present, since they are not brought under the purview of this package now.
10. All the normal increments due from 1/9/2009 except in the cases involving probation, re-fixation etc shall suo motu be authorized. But in the case of a change in pay consequent on the promotion, placement, fixation of pay, re-fixation of pay and cases involving probation etc, the officers are required to place request with the Finance Officer separately with necessary documents. Individual pay slips/fixation statements shall be issued from Finance III Section.
11. In case of all transfers and postings and change of duties/places, the Self Drawing Officers are required to submit the CTC along with copies of U.O. to the Finance III Section as well as to the DR, Audit separately for making necessary entries in the GER, to effect changes in the software and to assign new nodal officer if required. This is mandatory and a standing instruction.
12. All the Heads of Depts who relinquished headship and those who have assumed charge as Heads of Depts should forward the CTC with copies of U.O. to the Finance Officer urgently to update their leave account.
13. All the doubts in this regard may be brought to the notice of the Finance Officer for clarification.
14. All the requests for change of rate of subscription, issuance of non liability certificate, etc shall be placed before the DR, Audit, Palayam. No change or stoppage of recoveries shall be allowed unless the authority ordered such recovery requests in writing.
15. The official website of Finance at www.kufinance.info may also be visited.

FINANCE OFFICER