

Atc / 6221 / File

  
**ANNAMALAI UNIVERSITY**  
ANNAMALAI NAGAR

Rc.No.C1-1/2570/2020

Date: 07.02.2020

**CIRCULAR**

Sub: Establishment – Re-organization – Allocation of duties and responsibilities to the Finance Officer / Deputy Finance Officer / Assistant Finance Officers – Regarding.

- Ref: 1) Annamalai University Act 2013 – Section 13[1].  
2) Syndicate Resolution No. 55 Dated 18.06.2014.  
3) Syndicate Resolution Dated 21.05.2015.  
4) G.O (Rt).No 03 Finance( Treasuries and Accounts-1) Department Dated 02.01.2020.

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According to Section 13 (1) of the Annamalai University Act 2013, Finance Officer is the whole-time salaried officer appointed by the Syndicate to exercise general supervision over the funds of the University and shall be the Principal finance, accounts and audit officer of the University. One Deputy Finance Officer and two Assistant Finance Officers has been appointed from Treasuries and Accounts Department under foreign service terms and conditions to assist the Finance Officer in discharging his duties efficiently and to distribute the works relating to Regular Stream, Distance Education Stream and Self Support Stream. It is therefore necessary to allocate their duties and responsibilities, to have improved efficiency in the day to day administration and smooth functioning of the Finance Officer's Office and through improved supervision of Deputy Finance Officer, Assistant Finance Officers by the Finance Officer. Accordingly the duties and responsibilities assigned to the Finance Officer, Deputy Finance Officer and Assistant Finance Officers are indicated in the Annexure I, II, III and IV.

The object of the above allocations is not only to entrust more responsibility to the respective officers but also to ensure smooth, efficient and trouble free function of the Annamalai University and to follow the instructions with utmost integrity.

  
**Registrar i/c**  
i.vt

To  
The Finance Officer  
The Deputy Finance Officer  
The Assistant Finance Officer I  
The Assistant Finance Officer II  
Annamalai University.

Copy to: All Officers in the University and DDE  
" All Sections in the University  
" P.A to Vice-Chancellor  
" P.A to Registrar

**I. Finance Officer – Duties and Responsibilities:**

1. To exercise general supervision over the funds of the University and advice the Vice Chancellor as regarding the financial position of the University.
2. Monitoring overall Cash Collection, Bank Balances, all receipt and Payment, Bank reconciliation, Drawing of Cheque, Preparation of Financial Statements and schedules and Finalization of Accounts.
3. Responsible for closely monitoring Fund Transfer from and into these accounts.
4. All financial sanctions and proposals sent to Vice-Chancellor are routed through Finance Officer.
5. Finance Officer is being the member of Tender Committee, Purchasing Committee and other Committees which are constituted by the Vice-Chancellor.
6. Responsible for presenting the Annual Budget Statement of Accounts and audit reports.
7. He ensures that the limits fixed by the University for Recurring and Non-Recurring.
8. As an ex-officio member of the Finance Committee, he should make arrangements to place the matters which are relevant to the Committee.

**II. Deputy Finance Officer – Duties and Responsibilities:**

1. Budgetary Control – Preparation of Accounts – Reconciliation – Fund transfer from and into these accounts – Finalization of accounts – Preparation of various financial statements and schedules – Accounting of receipt for MOU courses – Monitoring of cash collection – Passing of Bills – Watching the DCB and Stock Registers, etc., in respect of the accounts but not exclusive and inclusive in the following:-

1. I General (D Section and D1 Section)
2. I-A Examinations
3. CARE
4. DDE Accounts

Bill passing in respect of the above accounts should be routed through the Finance Officer to the Authorities for approval.

2. Responsible for TDS, e-filing of Income Tax and Service Tax etc.,

3. Any other subject as may be assigned from time to time by the authorities.

4. To follow up the Computerization of Accounts by forming a Committee by including an expert preferably an Auditor.

[‘D’, ‘D1’ & ‘Examination’ Sections]

**III. Assistant Finance Officer I - Duties and Responsibilities**

Responsible for watching and reconciliation of the following Accounts:-

1. Deposits and Advances

Responsible for proper accounting of Pension Fund - Provident Fund - Contributory Pension Scheme - Pensioner's Family Security Fund - Special Provident Fund - Family Benefit Fund - Employee Health Fund - Group Insurance Scheme for Students.

2. Audit - Monitoring the settlement of audit objections raised under AG and LF Audit - Reporting to the Authorities.

3. Hostel Accounts

4. Pay Bill, Supplementary Bills for Staff & Deputation Section files, etc.,

5. All Bill passing in respect of the above accounts should be routed through Deputy Finance Officer/Finance Officer to the Authorities for approval.

6. Any other subject as may be assigned from time to time by the authorities.

[‘J’, ‘J1’, ‘E’, ‘W’, ‘F’, ‘Deputation’ and ‘K’ Sections]

**IV. Assistant Finance Officer II - Duties and Responsibilities**

Responsible for watching and reconciliation of the following Accounts:-

1. Endowment and Scholarship

2. Establishment - Files involving financial implication which requires specific remarks.

3. Grant Accounts

4. Pharmacy Account

5. Medical, Dental, Nursing Accounts

6. DDE Accounts

7. All Bill passing in respect of the above accounts should be routed through Deputy Finance Officer/Finance Officer to the Authorities for approval.

8. Any other subject as may be assigned from time to time by the authorities.

[‘C’, ‘C1’, ‘C2’, ‘C3’, ‘S’, ‘H’, ‘G’, ‘GUCC’ and ‘B’ Sections]