

NATIONAL SANSKRIT UNIVERSITY::TIRUPATI

CIRCULAR

No. NSUT/UGC/5101/2022

6 April 2022

In order to close the accounts of the university for the financial year ended 31 March 2022, the following information is urgently required from the faculty/officers/project heads etc. noted against each point in the following table. The relevant information sought may kindly be provided directly to AR (F&A) vide email at arfa.nsut@gmail.com **on or before 12 April 2022.**

#	Subject	Information required	Information to be provided by
Income & Deposits			
1.	Student fee (Other than Hostel & Mess fee)	Billed amount and collected amount (fee type-wise and also bank account-wise).	Head (ICTRC)
2.	Student fee (Hostel & Mess fee)	Billed amount and collected amount (fee type-wise and also bank account-wise).	Head (ICTRC) and Manager (Hostels & Guest House)
3.	Guest House	Room charges and food charges billed amount and amount collected with the bank accounts credited identified.	Manager (Hostels & Guest House)
4.	Publications	Sale proceeds of publications (billed amount and collected amount title-wise and also bank account-wise). Publications may also be identified by code number, in addition to title.	Deputy Librarian
5.	Library fine	Billed amount and collected amount (bank account-wise).	Deputy Librarian
6.	Examination fee and other fee under the charge of Controller of Examinations (CoE)	Billed amount and collected amount (fee type-wise and also bank account-wise)	Controller of Examinations (CoE)
7.	Online Education	Billed amount and collected amount (fee type-wise and also bank account-wise).	Head (ICTRC)

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8.	Recruitment fee	Collected amount (bank account-wise).	Deputy Registrar (DR)
9.	Bid Security / Earnest Money Deposit (EMD)	Collected amount (bank account-wise).	Deputy Registrar (DR)
10.	Disposal of goods as scrap / obsolete items	Type of goods disposed off (collected amount bank account-wise).	Private Secretary to Finance Officer (PS to FO)
11.	Interest Income	Interest on all Fixed Deposits (FD) and savings accounts (interest due and interest received to be provided separately).	Deputy Registrar (DR) (for bank accounts operated by him) and Assistant Registrar (F&A) (for all other accounts).
12.	Consultancy Income	Billed amount and collected amount (project-wise and also bank account-wise).	All faculty
13.	Projects	Amount received (project-wise and also bank account-wise).	All Project Investigators (PIs)
14.	Rental Income (e.g. Jio tower etc.)	Rent billed and rent collected (building-wise and bank account-wise).	Deputy Registrar (DR) and Assistant Registrar (F&A)
15.	Caution and other similar deposits	Billed amount and collected amount (fee type-wise and also bank account-wise).	Head (ICTRC)
16.	Any other income not covered above	Billed amount and collected amount (fee type-wise and also bank account-wise).	All concerned

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Commitments, Expenditure, Advance payments, Liabilities and Provisions

17.	Capital commitments (Purchase / Work Orders issued for capital items in FY 2021-22 or earlier for which ordered goods not received upto 31 March 2022)	Value of the work / purchase order for which the ordered goods are still awaited as on 31 March 2022.	Deputy Registrar (DR), University Engineer (UE) and all other faculty / officers who have issued work / purchase orders.
18.	Purchase / Work Orders against which ordered goods or services have been received but not yet paid.	Value of goods or services received, and in case of capital items, also date these were put to use.	Deputy Registrar (DR), University Engineer (UE) and all other faculty/ officers who have issued work / purchase orders.
19.	Actuarial Valuation (Long-term liabilities on account of leave encashment, gratuity, pension and other related benefits).	Balance of EL & HPL (separately) in respect of all employees as on 31 March 2022.	Deputy Registrar (DR)

Fixed Assets and Investments

20.	Fixed Assets (FA)	Description of fixed assets purchased, date of purchase, value of purchase, date of commissioning, location of the asset and date of payment.	All faculty/ officers who have issued work / purchase orders for the acquisition of fixed assets or made capital purchases from their imprest or temporary advance.
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21.	Investments	Fixed Deposits made (amount, deposit date, interest rate, maturity date, interest due and interest received).	Assistant Registrar (F&A)
CPWD related			
22.	Works entrusted to CPWD	Form – 65 and utilization certificate as on 31 March 2022.	University Engineer (UE)
Gifts, Donations, Endowments, Scholarships and Prizes			
23.	Gifts, Donations, Endowments, Scholarships and Prizes	Nature of the gift, amount received or equivalent monetary value of the gift, date of receipt, bank account credited and conditions attached to the receipt.	Deputy Registrar (DR) and all others in possession of this information
Others			
24.	Bank account and corresponding ledger balances as on 31 March 2022.	Balances along with differences with explanation for the same.	Assistant Registrar (F&A) (with the active assistance of CA firm).
25.	Physical verification of assets including buildings, library books, manuscripts, motor vehicles, and plant and machinery.	List of such assets in existence as on 31 March 2022 with their location, cost of acquisition, date of acquisition and identity of the custodian officer.	University Engineer (UE), Deputy Librarian (DL) and Assistant Registrar (F&A). CA team to be actively involved in verification exercise.
26.	Inventory	Unsold publications (title, code number, unit cost, number of copies and sale price).	Deputy Librarian (DL)
27.	Bank accounts	List of all bank accounts of the university.	DR (for accounts operated by him) and Assistant Registrar (F&A) (for all other accounts).

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If any purchase / work order is already fully paid by F&A department, please be advised that F&A is in full possession of all information on such purchase / work orders. However, please let us know the date the asset was put to use, in case the expenditure is capital in nature.



(Munish Malik)
Finance Officer

To the following with the request to widely circulate this communication among all faculty, officers and staff working under your control:

Dean, Academic Affairs	University Engineer
Dean, School of Veda-Vedangas	Assistant Registrar (Exam.)
Dean, School of Darshanas	Assistant Registrar (Admn.)
Dean, School of Sahitya & Samskruti	Assistant Registrar (F&A)
Dean, School of Education	Assistant Registrar (Acad.)
Dean, Students' Welfare	Assistant Registrar (Estt.)
Chief Warden	System Analyst
Controller of Examinations	Assistant Director of Physical Education and Sports
Deputy Librarian	Manager, Hostels & Guest House
ICTRC Incharge	PS to Vice Chancellor
Consultant (F&A)	PS to Registrar
Deputy Registrar	PS to Finance Officer
Information Scientist	CA firm