



PONDICHERRY UNIVERSITY

EXAMINATION WING

Prof. P. NATARAJAN
CONTROLLER OF EXAMINATIONS i/c

R.V.Nagar, Kalapet
Pondicherry-605014.

No.PU/CE/Fin/E4/17-18

Date: 24.11.2017

CIRCULAR

Sub: Introduction of Uniform Accounts System Formats for submission of accounts by Affiliated Colleges - Reg.

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Pondicherry University Examination Wing has designed **new formats (10 Nos.)** to be utilized by the affiliated colleges for **uniform accounting system in the Examination Wing** from November 2017 onwards both for Theory & Practical Exam. The new formats can be downloaded from the Pondicherry University Exam portal.

The accounts should be submitted to the University for reimbursement/payment within 15 days after the completion of the practical exam of that particular session.

For theory examinations, if advance drawn, the account should be submitted within a period of one month from the date of drawal of advance or the completion of the last exam along with statement of expenditure and original bills/vouchers.

For both theory & practical examinations, the payment as prescribed by the University should be followed. If bills are not submitted within the particular session for which it was held, it would not be entertained.

If the adjustment bill is not submitted with the statement of expenditure within the prescribed time, the entire amount of advance has to be refunded with 10.7% interest. (or)

If the statement of expenditure is submitted for adjustment and the balance unspent amount is not remitted within one month the unspent balance amount along with 10.7% interest has to be remitted as per the following calculation in the University Account No.413264148.


Balance unspent amount x 10.7 / 365 x 100 x No. of days

The Indian Bank challan section copy should be produced to Examination/Finance Section along with statement of expenditure for further process.

The Exam fees collected from the students should be remitted to the University Account on completion of exam registration or one week before the commencement of the exam irrespective of the course along with list of candidates and remittance challan/ DD. If the exam fees has not been remitted before the commencement of exam, interest will be charged @10.7% as penalty for belated remittance and result would be with held.

The exam fees should be paid by means of Demand Draft favouring the Finance Officer, Pondicherry University payable at Pondicherry or remitted through challan or by Account transfer (proof to be enclosed) in University Account No.413264148. The Principal should certify for the payment of exam fees.

Kind co-operation in this regard is highly solicited.


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To

The Principals of all Affiliated Colleges.