



पांडिच्चेरी विश्वविद्यालय
PONDICHERRY UNIVERSITY
परीक्षा स्कंध/EXAMINATION WING

डॉ बी .चित्रा/Dr. B. CHITHRA

परीक्षा नियंत्रक/Controller of Examinations (i/c)

सं/No. PU/CE/2018-19/ Fin/

का लापेट/KALAPET,

पुदुच्चेरी/PUDUCHERRY-605 014.

दिनांक/Date: 08.01.2019

CIRCULAR NO: 45

Sub: Receipt of Advance & Settlement of accounts for the
conduct of University Examination – Reg.

#####

All the affiliated colleges are requested to adhere to the following in respect to the receipt of advance and settlement of accounts towards the conduct of the University Examination.

ADVANCE

1. Advance towards to conduct of **University Theory Examination** to the affiliated colleges are being issued after getting approval from the University authorities. Hence all the Principals of Affiliated Colleges are hereby requested to submit their requisition letter with break-up details for advance to the Controller of Examinations, Pondicherry University, Puducherry on or before the dates mentioned along with the Mandate form.

May / June Session :: 31st March

November/December Session :: 15th October

A copy of the total examination fees paid each semester be enclosed giving details of the total number of students registered for the examination.

Requests for advance received after the due date will not be entertained or processed.

SUBMISSION

2. The advance amount received for a particular session should be submitted for adjustment within a period of **10 DAYS** from the last date of examination. The adjustment bills should be submitted to the University in the format prescribed (available in the Pondicherry University Examination Web Portal) by the University along with the original vouchers
3. The excess amount should be remitted into the Indian Bank, Pondicherry University Branch Account **No: 6659344508** within **5 working days** from the last date of the examination.

4. If the time schedule is not adhered to, penal interest will be charged from the date of drawal of the advance to the date of submission of the adjustment @10.7% for the advance amount and no advance would be sanctioned in future.
5. For those Institutions who have not availed the advance for the conduct of the University Theory examinations, are requested to submit their Expenditure Claim for reimbursement in the prescribed format within one month from the last date of the examination.
6. Request for settlement of Theory Examination and Practical Examination should be submitted to the Controller of Examinations Office within one month of the drawal of advance within 10 days of the last date of the Examination whichever is earlier. No claim would be entertained after the scheduled time.

Kind cooperation is requested for the smooth conduct of the Examinations.

P. Chidambaram

CONTROLLER OF EXAMINATIONS i/c

**To
The Principals of All Affiliated Colleges / Institutions**

**Copy to
1. All Nodal Officers
2. Stock file**