

8. *Statute 7. Writing off irrecoverable stock or moneys* — The Syndicate shall have power to write off irrecoverable balance or loss or shortage of stock occasioned by fraud or neglect of duty of University Officers or servants or otherwise. Such shortage proposed to be written off shall be reported to the Finance Committee.

CHAPTER IX

THE FINANCE OFFICER

1. **Act S. 15 (1). — Appointment of Finance Officer.* — The Finance Officer shall be a whole-time salaried officer of the University appointed by the Syndicate for such period as may be specified by the Syndicate in this behalf and the terms and conditions of the service of the Finance Officer shall be such as may be specified in the first statutes.

Act S. 15 (2). — Every appointment of the Finance Officer shall be made by the Syndicate from out of a panel of three names recommended by the Government.

2. *Act Statute 2(1) — Terms and conditions of service.* — The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Ordinances.

The Finance Officer shall retire on attaining the age of fifty-eight years or on the expiry of the period specified by the Syndicate under Section 15 whichever is earlier :

Provided further that the Finance Officer shall, notwithstanding his attaining the age of fifty-eight years, continue in office until his successor is appointed and enters upon his office or until the expiry of a period of one year, whichever is earlier.

2 Act Statute 2 (2). When the office of the Finance Officer is vacant or when the Finance Officer is by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the Finance Officer shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

3. Act Statute 2 (3). The Finance Officer shall be the *ex-officio* Secretary of the Finance Committee, but shall not be deemed to be a member of such Committee.

3. Statute 1. *Functions, Finance estimate, audit, etc.* (1) Subject to the general direction and control of the Vice-Chancellor, the Finance Officer shall be in-charge of the Finance, Accounts and Audit branch of the University.

(2) He shall make all arrangements for the transaction of business for the meeting of the Finance Committee.

(3) He shall be responsible for the preparation of the annual accounts, Financial Estimates and the Budget of the University in consultation with the Vice-Chancellor before presenting them to the Finance Committee and to the Syndicate.

(4) He shall be responsible for the proper maintenance of the accounts of the University and for making arrangements for the audit and payment of bills presented at the University Office.

(5) He shall settle objections raised by the Audit appointed by the Government and carry out after obtaining the approval of the Syndicate such instructions as may be issued by the Government on the Audit report.

(6) He shall be responsible for publishing the Audited Accounts so that they may be submitted to the authorities at its next meeting and to the Government within three months of such publications.

* Amendment: Chapter IX The Finance Officer

Section 1 Act S.15(1)

The words "and the terms and conditions of service of the Finance Officer shall be such as may be specified in the first statutes" — omitted.

— vide S.4(1) of the Bharathiar University and the Bharathidasan University (Amendment) Act 1986 (Tamil Nadu Act 20 of 1986) and shall come into force on the 19th February, 1986.

After Act S.15(2) and Act S.15(3 to 9) as follows:

"Act S.15 (3) The emoluments and other terms and conditions of service of the Finance Officer shall be such as may be prescribed by the Ordinances.

(4) The Finance Officer shall retire on attaining the age of fifty-eight years or on the expiry of the period specified by the Syndicate under Sub Section (1) whichever is earlier :

Provided further that the Finance Officer shall, notwithstanding his attaining the age of fifty-eight years, continue in office until his successor is appointed and enters upon his office or until the expiry of a period of one year, whichever is earlier.

(5) When the office of the Finance Officer is vacant or when the Finance Officer is by reason of illness, absence or any other cause, unable to perform the duties of his office, the duties of the Finance Officer shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

(6) The Finance Officer shall be the *ex-officio* Secretary of the Finance Committee, but shall not be deemed to be a member of such Committee.

(7) The Finance Officer shall :-

(a) exercise general supervision over the funds of the University and shall advise the University as regards its financial policy; and

(b) exercise such other powers and perform such other financial functions as may be assigned to him by the Syndicate or as may be prescribed by the statutes or the ordinances;

Provided that the Finance Officer shall not incur any expenditure or make any investment exceeding such amount as may be prescribed without the previous approval of the Syndicate.

(8) Subject to the control of the Syndicate, the Finance Officer shall :-

(a) hold and manage the property and investments of the University including trust and endowed property;

(b) ensure that the limits fixed by the Syndicate for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended on the purposes for which they are granted or allotted;

(c) be responsible for the preparation of annual accounts, financial estimates and the budget of the University and for their presentation to the Syndicate;

(d) keep a constant watch on the cash and bank balances and of investments;

(e) watch the progress of the collection of revenue and advise on the methods of collection employed;

(f) ensure that the registers of buildings, land, furniture and equipment are maintained up to-date, and that stock-checking is conducted, of equipments and other consumable materials in all offices, special centres, specialised laboratories and colleges maintained by the University;

(g) bring to the notice of the Vice-Chancellor any unauthorised expenditure or other financial irregularity and suggest appropriate action to be taken against persons at fault, and

(h) call from any office, centre, laboratory and college maintained by the University, any information or returns that he may consider necessary for the performance of his duties.

(9) The receipt of the Finance Officer or of the person or persons duly authorised in this behalf by the Syndicate for any money payable to the University shall be sufficient discharge for payment of such money."

-- vide S.4(2) of the Bharathiar University and the Bharathidasan University (Amendment) Act, 1986 (Tamil Nadu Act 20 of 1986) and shall come into force on the 19th February, 1986.

4. Statute 2. - The Finance Officer shall:

(1) keep a constant watch on the cash and bank balances and of the investments;

(2) with the approval of the Vice-Chancellor invest amount not exceeding Rupees one lakh only which shall be reported to the Finance Committee and the Syndicate immediately;

(3) hold and manage the property and investments of the University including trust and endowed property [Act Statute 2(5) (a)];

(4) ensure that the limits fixed by the Syndicate for recurring and non-recurring expenditure for the budget year are not exceeded and that the funds are expended on the purpose for which they are granted or allotted [Act Statute 2 (5) (b)].

(5) bring to the notice of the Vice-Chancellor any unauthorised expenditure or other financial irregularity and suggest appropriate action to be taken against persons at fault [Act Statute 2 (5) (g)].

(6) scrutinise every item of new expenditure not provided for in the budget estimate of the University and advise the Vice-Chancellor for appropriate action;

(7) realise and receive grants or other moneys due to the University from Central and State Governments, University Grants Commission and other bodies, institutions and individuals.

(8) be the custodian and disbursing officer of the University funds and all payments received by him shall be credited to those funds;

(9) disburse all salary bills including arrears of salary not exceeding one year, contingent bills like electricity, water, land and municipal tax, phone and other rental bills, recoup permanent advances, payment of all Travelling Allowance Bills after ensuring that general sanction is received from the competent authorities.

(10) make all authorised payments out of the University funds and he shall draw cheques on his own signature.

(11) watch the progress of the collection of revenue and advise on the improved methods of collection.

(12) the receipt of the Finance Officer or of the person or persons duly authorised in this behalf by the Syndicate for any money payable to the University shall be sufficient discharge for payment of such money [Act. Statute 2 (6)].

5. *Statute 3. — Maintenance of Records* — (1) He shall suggest methods of accounting and forms and registers to be maintained for the proper accounting, in the University Office and in the Departments and Research Centres maintained by the University.

(2) He shall ensure that the Registers of Buildings, Land, Furniture, Equipment, Donors, Endowments and such other registers as required by the Laws of the University are maintained and made up-to-date and the stock checking is conducted of equipment and other consumable materials in all offices and research centres maintained by the University.

(3) He shall call from any office, centre, laboratory and College maintained by the University, any information or returns that he may consider necessary for the performance of his duties [Act Statute 2 (5) (h)].

6. *Statute 4. — Powers for sanctioning* — (1) To meet the day-to-day requirements of the Finance Section, he shall sanction petty claims of contingent expenditure up to Rs. 500 only at a time.

(2) He shall after obtaining necessary quotations, in consultation with the Vice-Chancellor, sanction purchases for the Finance Section not exceeding rupees two thousand only if such purchases are urgent and if budgetary provision is available.

(3) He shall sanction payment of bills submitted by the Departments of the Government and the co-operative bodies for supplies effected on the basis of orders placed by competent authorities of the University and if there is budget allotment.

7. *Statute 5. — Finance Officer to work under the Vice-Chancellor* — The Finance Officer shall work generally under the supervision of the Vice-Chancellor and shall carry out all his instructions.

8. *Statute 6. — Finance Officer to prepare monthly accounts and replies to Audit Notes* — He shall prepare the monthly accounts of the University and shall produce for audit, which is concurrent, all the registers and accounts and records connected with the various financial transactions. The monthly notes of the audit on the accounts shall be forwarded by him, with his remarks and replies thereon to the Registrar who shall bring these to the notice of the Syndicate and communicate the decisions thereon of the Syndicate.

9. *Statute 7. — Finance Officer also to formulate replies to Audit Report.* — The Finance Officer shall also formulate replies to the annual audit report and place the same before the Finance Committee, and with the remarks of the committee thereon forward the same to the Registrar for consideration by the Syndicate.

10. *Statute 8. — Finance Officer to consult Registrar and obtain information.* He shall be responsible for the preparation of Annual Accounts, Financial Estimates and the Budget of the University in consultation with the Vice-Chancellor before presenting them to the Finance Committee and Syndicate. In the matter of preparation of the Financial estimates, he shall consult the Registrar and shall obtain from him the estimate of probable administrative costs, as also the estimates for the year from the Departments and Institutions of the University (towards the end of November preceding the Financial Year).

11. *Statute 9. — Stock Verification to be arranged* - In regard to annual stock verification, he shall report to the Vice-Chancellor in November of each year the appointment of stock verifiers for various purposes and the Registrar shall place before the Syndicate in December the proposals for consideration. The Syndicate shall appoint stock verifiers for the purpose and communicate such appointments to the Finance Officer, who shall ensure that the stock verification is conducted before the end of March, or in the case of Laboratories and Institutions before the end of June. The reports of stock verification shall then be placed before the Syndicate for orders.

CHAPTER X.

FINANCE COMMITTEE

1. *Statute 1.* — There shall be a Finance Committee constituted by the Syndicate.

2. *Act S.32 (1 to 9) Constitution of Committee.* — (1) The Finance Committee shall consist of the following members, namely:-

- (i) The Vice-Chancellor;
- (ii) The Secretary to Government in charge of Finance;
- (iii) The Secretary to Government in charge of Education;

(iv) Three members nominated by the Syndicate from its members of whom one shall be a Professor and one shall be a person nominated to the Syndicate by the Chancellor.

(2) If for any reason the Officer referred to in clause (ii) or clause (iii) above is unable to attend any meeting of the Finance Committee, he may depute any officer of the Department concerned not lower in rank than that of a Deputy Secretary to Government to attend such meeting. The Officer so deputed shall have the right to take part in the discussions of the Committee and shall have the right to vote.