



F.No. MANUU/Reg/Circular/2019/R-30
16th September, 2019

ORDERS

Sub: Submission of Bills for payment - rounding off of transactions - reg.

The University being a Central University has been following the Government of India rules in financial transactions. According to rule 17 of Central Government Account (Receipts and Payments) Rules, 1983, all financial transactions viz. personal claims of Government servants and pensioners, transactions between one Government and another or between two departments of the same Government, bank remittances, other than those of sums representing dues fixed by or under any law or under any contractual obligation of the Government etc. involving fractions of a rupee shall be brought to account by rounding off to the nearest rupee (fraction of 50 paise) and above to be rounded off to the next higher rupee and fraction of less than 50 paise to be ignored w.e.f. 1.4.1987.

The only type of transactions which have to involve paise would be cash transactions for petty purchases or sales which are reflected in a primary record like Cash Book.

However, it has been observed from several personal claims, contingent vouchers/bills etc. received from Administration & Estate and other field offices, the above GoI instructions regarding rounding off of nearest rupee are not adhered to.

All sectional heads, Deans, HoDs, Principals may ensure for adherence of the above instructions while submitting the claims to the office of the Registrar or Finance Officer for release of payment in future.


16/9/19
Registrar

Copy to:-

1. All Deans of Schools
2. HoDs of the Teaching Departments/Directors of Centres
3. Director, DDE
4. Principals of CTEs/Polytechnics/ITIs/Model Schools/Satellite Campuses
5. All Sectional Heads
6. Office of the Finance Officer
7. Director, CIT - for uploading on the University website.