

# **Kohat University of Science & Technology, Kohat**



## **FINANCIAL RULES 2017**

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**CHAPTER – I**  
**SHORT TITLE,**  
**COMMENCEMENT,**  
**APPLICATION**  
**AND**  
**DEFINITIONS**

1.1.0 **SHORT TITLE, COMMENCEMENT, APPLICATIONS AND DEFINITIONS.**

1.1.1 **Short Title:** These Rules may be called “**Kohat University of Science & Technology, Kohat REVISED FINANCIAL RULES, 2017**”

1.1.2 **Commencement and application:** These Rules shall come into force at once and shall be applicable to provisions in the Recurring and Developmental Budgets and research projects.

1.1.3 These Rules shall be followed by the authorities of University in the discharge of the financial functions entrusted to the University under the Act as emended form time to time.

1.1.4 These Rules shall apply to all financial transactions, decisions, income, expenditure, record, purchase, sale and disposal of stock/auction and not-stock items of the University. However, anything done or any action taken or any proceedings commenced under any of the provisions of the previous, orders and practices shall continue and force and be deemed to have been done, taken or commenced under the corresponding provision(s) of these Rules.

1.1.5 Where there is no provision for any items in these Rules, the Federal Government’s Rules will be applicable.

1.1.6 In case of real hardship, the hardship committee may recommend and relax the Rules for reasons to be recorded for the approval of the Finance and Planning Committee/Syndicate.

1.2.0 **DEFINITIONS**

1.2.1 In these Rules, unless there is anything repugnant in the subject or context, following terms shall have the meaning given below:

1.2.1.1 **Authority:** Authority means the authority of the University as specified in the ordinance/Act /Statutes.

1.2.1.2 **University:** University means the Kohat University of Science & Technology, Kohat.

1.2.1.3 **Senate:** Senate means the Senate of the University.

1.2.1.4 **Syndicate:** Syndicate means the syndicate of the University.

1.2.1.5 **Chancellor:** Chancellor means the Chancellor of the University.

1.2.1.6 **Pro-Chancellor:** Pro-Chancellor means the Pro-Chancellor of the University.

1.2.1.7 **Vice Chancellor:** Vice Chancellor means the Vice Chancellor of the University.

1.2.1.8 **Pro-Vice Chancellor:** Pro- Vice Chancellor means Pro-Vice Chancellor of the University.

- 1.2.1.9 Commission:** Commission means the University Grants Commission/Higher Education Commission.
- 1.2.1.10 Dean:** Dean means the Dean of a Faculty of the University.
- 1.2.1.11 Finance & Planning Committee:** Finance & Planning Committee means Finance & Planning committee of the University.
- 1.2.1.12 Registrar:** Registrar means the Registrar of the University.
- 1.2.1.13 Treasurer/Treasurer :** Treasurer/Treasurer means the Treasurer/Treasurer of the University.
- 1.2.1.14 Convener:** Convener means a senior member of the University Purchase Committee appointed by the Vice-Chancellor on the recommendation of the Treasurer and Planning for fixed period or for a specific purchase.
- 1.2.1.15 Department:** Department means a teaching department, an institute, directorate, center, college, school or administrative unit of the University.
- 1.2.1.16 Head:** Head means the Head of the constituent Teaching Department, Director of Institute, Director of Centre, Principal of a constituent college, Principal of a constituent School and Head of Administrative Section in the University as the case may be.
- 1.2.1.17 Inspection Committee:** Inspection Committee means a Committee appointed by the Vice Chancellor for the purpose of Inspection.
- 1.2.1.18 University Purchase Committee:** University Purchase Committee means the University Purchase Committee appointed for any purchase by competent authority of the University.
- 1.2.1.19 Project Steering Committee:** Project Committee means the Project Steering Committee appointed for a project by competent authority of the University with clear T.O.R.
- 1.2.1.20 Secretary Purchase Committee:** Secretary means the Secretary of the University Purchase Committee.
- 1.2.1.21 Finance Directorate:** Finance Directorate means the Finance Directorate of the University under the administrative control of the Treasurer, consisting of Finance Section, Accounts Section, Budget Section, Store Section, Pension and Funds Section, Internal Audit Section and other appropriate section(s) which may be added to it by the competent authority.

1.2.1.22      **Fund:** Fund means the fund of the University.

1.2.1.22      **Non-Stock Item:** Items of specific nature not stocked in main store and procured as and when required by department/sections. These would normally include all fixed assets items, library books, laboratory chemicals glassware, equipment and workshop tools and materials, computers and their accessories etc.

1.2.1.23      **Stock Items:** Stock Items means, items, which are purchased in bulk and usually consist of general stationery, office stationery, office supplies, items of sanitary, hardware, timber, electrical goods and appliances and other miscellaneous material required for the maintenance and up-keep of structures, moveable and immoveable assets. It includes all consumable items also.

1.2.1.24      **Budget:** Budget means the financial estimates of the University for the financial year duly recommended by the Finance & Planning Committee and the Syndicate and passed by the Senate.

## **CHAPTER II**

### **DESCRIPTION OF UNIVERSITY FUND**

## **2.0.0 UNIVERSITY FUND**

The university shall have a fund to which all its income from fees, donations, trusts, bequests, endowments, contributions, grant and all other sources shall be credited. Banks accounts of the University fund may be opened in scheduled bank/banks and shall be jointly operated any two officers i.e Treasurer, Additional Treasurer, Deputy Treasurer, Asstt. Treasurer with the approval of Vice-Chancellor.

### **SOURCES OF FUND**

#### **2.1.0 GRANT IN AID**

- 2.1.1 Grants of the Federal Govt. released through the Higher Education Commission or of the Provincial Govt. released through H.E.D./ Higher Education Commission.
- 2.1.2 Development Grants released through by the Federal Govt. for the development schemes of the University or Funds released by the Provincial Government for the development projects.
- 2.1.3 Special grants released by the Federal or Provisional Government for a specific purpose or covering a range of specific/special items.
- 2.1.4 Other grant of the Provisional or Federal Government and other Organizations/bodies released for the purpose such as scholarships, research, awards, prizes, study tour and travel, students welfare, provisions of amenities, holding tournaments, seminars, debates, sports festivals and other activities for students and staff.

#### **2.2.0 UNIVERSITY'S OWN RESOURCES**

- 2.2.1 Admission fee, Registration fees, Tuition and Examination fee, Self Finance fee, Fines, Equivalence fee, Provisional Certificate fee, Detail Marks Certificates fee, Degree fee, Migration Fee, Correction in name fee, Proficiency fee, Sports fee and the Affiliation fee, rent etc.
- 2.2.2 Hostel income: Hostel admission fee, hostel rent, service charges, utility charges from students and all other user charges.
- 2.2.3 Profit and interests earned on bank deposits.
- 2.2.4 Income from staff and students for hiring university vehicles, rents, utility charges and any other user charges.
- 2.2.5 Donations, gifts, bequests, awards, prizes, and medals to the University
- 2.2.6 Miscellaneous income means all income not covered under the aforementioned sources, which may be accounted for under the miscellaneous head.
- 2.2.7 Loan obtained from the Banks, Govt. etc with the prior approval of syndicate.



**2.3.0 RECOVERY OF UNIVERSITY DUES:**

The dues of the University may be recovered as arrears of land revenue.

**CHAPTER – III**

**FINANCIAL ORGANIZATION,  
FINANCIAL JURISDICTION  
AND JOB DESCRIPTION**

### 3.1.0 FINANCIAL ORGANIZATION

- a) The Financial Organization in these Rules has been structured around the existing administrative set-up of the University. The Treasurer, under the supervision of the Vice-Chancellor, administers and manage the Finance Directorate of the University and will be responsible to appraise the procurement papers /proceedings before placing confirm orders.
- b) The Finance Directorate will consist of the following functional sections, viz; Accounts, Finance, Budget, Pension & Fund, Stores and Internal Audit. Each section is supervised by a Superintendent who reports to the concerned Assistant Director.
- c) The Deputy Treasurer will coordinate activities of the Accounts, Budget, finance and Internal Audit Sections while the other two Assistant Treasurer of their respective sections.
- d) The financial transactions will be coordinated and routed to the Treasurer by their respective heads for authorization or obtaining approval of Competent Authority. Each of these sections has further been divided into sub-sections to ensure a smooth and efficient working and to exercise sound control at the level of the functionaries.

### POWER AND FUNCTIONS OF AUTHORITIES OF UNIVERSITY.

#### SENATE:

- (1) The Senate shall have the power of general supervision over the University and shall hold the Vice-Chancellor and the Authorities accountable for all the functions of the University. The Senate shall have all powers of the University not expressly vested in an Authority or Officer by this Act and all other powers not expressly mentioned in this Act that are necessary for the performance of its functions.
- (2) Without prejudice to the generality of the foregoing powers, the Senate shall have the powers to-:
  - (a) deleted as per Khyber Pakhtunkhwa Universities(Amendment) Act, 2016.
  - (b) deleted as per Khyber Pakhtunkhwa Universities(Amendment) Act, 2016.
  - (c) Institute schemes, directions and guidelines for the terms and conditions of appointment of all Officers, Teachers and other employees of the University;
  - (d) to make appointments of members of the Syndicate, Academic Council, other than ex-officio members, in accordance with the provision of this Act;
  - (e) approve the proposed annual plan of work including key performance indicators to be set by the University, the annual and revised budgets, the annual report and the annual statement of account;
  - (f) overview the quality and relevance of the University's academic programmes and to review the academic affairs of the University in general;
  - (g) approve strategic plans;
  - (h) approve financial resource development plans of the University;
  - (i) consider the drafts of Statutes proposed by the Syndicate and deal with them in the manner as provided for in section 28; Provided that the Senate may frame a Statutes or Regulations on its own initiative and approve it after calling for the advice of the Syndicate or the Academic Council, as the case may be;

- (j) recommend to the Chancellor removal of any member of the Senate in accordance with the provisions of this Act;
  - (k) appoint Emeritus Professors and Meritorious Professors on such terms and conditions as may be prescribed;
  - (l) to recommend to the Chancellor removal of any person, except the Vice-Chancellor, from the membership of any Authority, if such person- (i) has become of unsound mind; or (ii) has become incapacitated to function as member of such Authority; or (iii) has been convicted by a court of law for an offence involving moral turpitude; and (iv) has been proven guilty of misconduct under the Statutes made for ensuring efficiency and discipline in the University
  - (m) annul by order in writing the proceedings of any Authority or officer, if the Senate is satisfied that such proceedings are not in accordance with the provisions of this Act, Statutes or Regulations, after calling upon such Authority or officer to show cause why such proceedings should not be annulled:
  - (n) Suspend, punish and remove from service Deans and teaching of the university in BPS-22 in a manner as may be prescribed in statutes, and
  - (o) To determine the form , provide for the custody and regulate the use of the common seal of the university.
- (3) The Senate may, subject to the provisions of this Act, delegate all or any of its powers and functions, to any Authority, committee, Officer at its additional campus, if any, for the purpose of exercising such powers and performing such functions in relation to such peripheral campuses, and for this purpose the Senate may create new posts or positions at the peripheral campuses.

### 3.1.0 SYNDICATE

The Syndicate as defined in the Kohat University of Science & Technology, Kohat Ordinance of 2001 shall be the executive body of the University and shall, subject to the provisions of the Ordinance and the Statutes, exercise general supervision over the affairs and management of the property of the University. Without prejudice to the generality of the aforementioned power, **the Syndicate shall have the power:**

- (1) The Syndicate shall be the executive body of the University and shall, subject to the provisions of this Act and the Statutes, exercise general supervision over the affairs and management of the University.
- (2) Without prejudice to the generality of the foregoing powers, and subject to the provisions of this Act, the Statutes, the Syndicate shall have the powers to-
  - (a) consider the annual report, annual plan of work including performance indicators to be set up by the university, statements of Accounts, the annual and revised budget estimates and to submit these to the Senate;
  - (b) hold, control and lay down policy for the administration of property, funds and investment of the university, including approval of the sale and purchase or acquisition of movable or immovable property.
  - (c) transfer and accept transfer of movable and immovable property on behalf of the University;

- (d) enter into, vary, carry out and cancel contracts on behalf of the University;
- (e) cause proper books of account to be kept for all sums of money received and expended by the University and for the assets and liabilities of the University;
- (f) invest any money belonging to the University including any unapplied income in any of the securities described in section 20 of the Trusts Act, 1882 (*Act II of 1882*), or in the purchase of immovable property or in such other manner, as it may prescribe, with the like power of varying such investments;
- (g) receive and manage any property transferred, and grants, bequests, trust, gifts, donations, endowments, and other contributions made to the University;
- (h) administer any funds placed at the disposal of the University for specified purposes;
- (i) provide the buildings, libraries, premises, furniture, apparatus, equipment and other means required for carrying out the affairs of the University;
- (i) establish and maintain halls of residence and hostels, as far as possible; (j) affiliate or disaffiliate educational institutions;
- (k) arrange for the inspection of colleges, institutions and the Teaching Departments;
- (l) institute Professorships, Associate Professorships, Assistant Professorships, Lecturer ships, and other teaching posts or to suspend or abolish such posts;
- (m) subject to this Act, appoint Teachers, officers and employees on the recommendation of the Selection Board in BPS-17 and above in accordance with the prescribed statutes.
- (m-i) suspend, punish and remove and dismiss from service, the Officers and Teachers of the University in Basic Pay Scale 17 and above in accordance with the prescribed procedure;
- (m-ii) promote the officers of the administrative cadre to the next higher scale of pay, after taking into consideration their eligibility, efficiency and performance on the previously held posts, length of service and availability of vacancy in the manner as may be prescribed;
- (n) create, suspend or abolish such administrative or other posts as may be necessary;
- (o) prescribe the duties of Officers, Teachers and other employees of the University;
- (p) report to the Senate on matters with respect to which it has been asked to report;
- (q) propose drafts of Statutes for submission to the Senate; (r) regulate the conduct and discipline of the students of the University;
- (s) take actions necessary for the good administration of the University in general and to this end exercise such powers as are necessary;
- (t) delegate any of its powers to any Authority or Officer or a committee; and
- (u) perform such other functions as have been assigned to it by the provisions of this Act or the Statutes made there under

### 3.2.0 FINANCE AND PLANNING COMMITTEE.

- 3.2.1 The Finance & Planning Committee will advise the Vice Chancellor & syndicate on matters related to the finances of the University. Its functions, as defined in the 1<sup>st</sup> statutes of the Kohat University of Science & Technology, Kohat Ordinance 2001 shall be:
- i. To consider the Annual Statement of Accounts and the Annual Budget Estimates and Revised Budget Estimates and advise the Syndicate thereon;
  - ii. To review periodically the financial position of the University;
  - iii. To advise the Syndicate on all matters relating to planning, development, finances, investment and accounts of the University;
  - iv. To perform such other functions as may be prescribed under these Rules.

### 3.3.0 **VICE-CHANCELLOR: (Clause 11 of Khyber Pakhtunkhwa Universities ACT 2012)**

- 3.3.1 The Vice-Chancellor being the principal executive and academic officer of the University will have the power:
- i. To sanction all expenditure provided for in the approved Budget and to re-appropriate funds within same major heads of expenditure. He may, however delegate his authority or part thereof to Treasurer.
  - ii. To sanction by re-appropriation an amount not exceeding five hundred thousand rupees for an unforeseen item not provided for in the budget.
  - iii. To exercise and perform such other powers and functions as may be prescribed by the Syndicate in accordance with the Act;
  - iv. To authorize, in anticipation of the approval of the Syndicate and senate, expenditure from the University Fund when the budget for the year is under process and not yet approved by the Syndicate/senate;
  - v. To delegate, subject to such conditions, if any, as may be prescribed, any of the powers under the ordinance/Act to an officer or other employees of the University.
  - vi. To create, re-designate and fill contract, temporary posts for a period not exceeding one year.

### 3.4.0 **TREASURER**

- 3.4.1 Subject to supervision of the Vice-Chancellor, the Treasurer shall manage the Finance of University. He shall be responsible to ensure that the funds of the University are spent on the purpose for which they are allocated or granted. For this purpose he may, with the approval of the Vice-Chancellor, arrange such checks of stocks and stores, records and books as may be necessary in the offices, sections, teaching departments, institutes, centers, hostels, directorate of works, sports and wherever required in the University.
- 3.4.2 Powers to sanction expenditure within the budget limits vest in the Vice Chancellor and other officers to whom the powers have so delegated. Power to make payment within the sanction accorded by the competent authorities lies with Treasurer, who is answerable to the Vice Chancellor and Syndicate in respect of all payments made out of the University's fund.
- 3.4.3 He shall be responsible for providing regularly update to the Vice Chancellor, the Syndicate and the Finance & Planning Committee with information on all financial

matter and shall bring to the notice of the Vice Chancellor any violation of the financial Rules or decision(s) of the Syndicate.

- 3.4.4 The Treasurer, with the approval for the Vice Chancellor, shall have the power to open bank accounts with any commercial bank or banks for the management of University funds. He shall have the powers to invest the funds of the University in investment schemes and term deposits in any bank with the approval of the Vice Chancellor.
- 3.4.5 He shall sign all Cheques as Co-Signatories drawn on behalf of the University and shall have the authority to sanction the incurrence of the expenditure and allow payment within the authority delegated to him under these Rules as per chapter-5 “delegation of financial power”.
- 3.4.6 The Treasurer shall appraise the procurement, storage and issue of office stationery, chemicals and glassware, items of hardware and sanitary goods, electrical and gas materials and appliances, wood/timber and furniture, machinery and equipment, computers and all other supplies of stock and non stock articles as per requirement.
- 3.4.7 He shall conduct official correspondence of the University on all financial matters.
- 4.4.8 He shall sanction the refund/adjustment of Examination fees, tuition fees, security deposits and other dues of the students in accordance with the prescribed Rules.
- 3.4.9 He shall have the power to sanction and allow payment of dues and utility bills payable to Government departments and attached organization such as telephone bills, taxes, electricity and gas charges.
- 3.4.10 He shall perform such other duties and exercise such financial powers as may be assigned and delegated to him from time to time by the Syndicate or the Vice Chancellor in addition to those delegated under these Rules.
- 3.4.11 He shall act as member/secretary of the Finance & Planning Committee.
- 3.4.12 The Treasurer shall sanction and sign all types of the Traveling Allowance and Daily Allowance (T.A/D.A) bills of Teaching Staff, Administrative officers required to travel on University duty including member invitees to the Syndicate, Senate and the Academic Council.
- 3.4.13 The Treasurer shall sanction and sign the monthly pay bills of staff working in the administrative sections and teachers working in the departments. He shall sign the arrear bills on account of salaries upto the period of 3 years from the date of becoming due and other remuneration payable to staff on account of teaching assignments in any department.

### **3.5.0 REGISTRAR.**

- 3.5.1 The Registrar shall, unless otherwise required sign Agreement Bonds and Contracts made on behalf of the University regarding establishment/service matters construction etc. etc.
- 3.5.2 The Treasurer may write off any loss of property with the approval of Vice Chancellor, if the amount involved on a single item does not exceed Rs.10,000/- subject to maximum of Rs.30,000/-in a financial year on the condition of proper enquiry into the loss of property. The maximum limits of write off may be increased by the Syndicate from time to time.



## **CHAPTER – IV**

### **UNIVERSITY BUDGET, ITS COMPILATION, CONTROL AND FORMAT**

#### **4.1.0 UNIVERSITY BUDGET, ITS COMPILATIONS, CONTROL AND FORMAT**

- 4.1.1 The University's annual budget is a detailed planning of activities involving financial aspects, which enables the University to exercise an effective control over the actual expenditure, which is measured against the budgeted targets and thus provides a useful guidance in planning the future financial activities of the University.
- 4.1.2 The Budget section of the Finance Directorate shall carry out the compilation of the budget in March every year. The budgets section will approach all departments to submit the estimates of their recurring and capital expenditure for the ensuing year by 31st December every year. The budget section provides the specified forms in which the information shall be required from each department and shall assist the department in the compilation of figures.
- 4.1.3 On the basis of information furnished by the departments/offices, the budget section shall compile a first draft of the budget. The Treasurer shall scrutinize the draft and after discussing various aspects of the budget with the Vice Chancellor and the Departmental heads, shall incorporate necessary changes. After incorporating the change, a second draft of the budget shall be prepared and presented to the Finance & Planning Committee for scrutiny and its recommendation to the Syndicate. The recommended budget with the revised estimates shall be placed before the Senate on or before 30th June for approval.
- 4.1.4 The Revised Budget shall be based on the actual expenditure of 9 months from 1st July to 31st March of the year and probable figures from 1st April to 30th June. The revised estimates shall form part of the budget format and shall be placed before the Finance & Planning Committee and the Syndicate along with the proposed budget for the ensuing year.
- 4.1.5 Before any payment is made, it shall be ensured that provision exists in budget under the particular head of expenditure. Prescribed income and expenditure ledger shall be maintained showing budget targets under various heads of income and expenditure against which the actual receipts and disbursements shall be recorded. Deviation from the budgeted figures shall be highlighted so that correct action could be taken in time.
- 4.1.6 The Higher Education Commission update budget format shall be adopted for the recurring budget of the University for the relevant heads of the income and expenditure.

## **CHAPTER – V**

### **DELEGATION OF FINANCIAL POWERS**

## 5.0.0 DELEGATION OF POWERS

The officers of the University mentioned below shall exercise the following financial powers: -

S.No	Head of Expenditure	Name of Authority	Extent of Delegation	Delegation of Powers to H.O.Deptt.
5.1.0	Pay & Allowances	Vice-Chancellor	Full Power	-
5.2.0	Scholarships & other Awards to Students	Vice-Chancellor Treasurer	Full Power Rs.25,000/-	-
5.3.0	Remuneration/honorarium to part-time teachers/employees/other under section 44 of service statutes	Vice-Chancellor	Full Power	-
5.4.0	Cash Awards for meritorious service	Syndicate Vice-Chancellor	Full Power Delegated Power	-
5.5.0	Other awards scholarships for M.S/Ph.D studies abroad	Syndicate Vice-Chancellor	Full Power Delegated Power	-
5.6.0	Expenditure on foreign trainees in Pakistan and Vice-Versa (Short courses abroad)	Vice-Chancellor	Full Power	-
5.7.0	Loan to employees	Vice-Chancellor Loan Committee	Full Power Full Power	-
5.8.0	Laboratories Expenses & contingencies	Vice-Chancellor Treasurer	Full Power Full Power within budgetary allocation for their offices/deptt	Rs.35,000/-
5.9.0	Payment of Audit Fee	Vice-Chancellor	Full Power	-
5.10.0	Rent for Residential building (requisition etc)	Vice-Chancellor Treasurer	Full Power Delegated Power	-
5.13.0	Conduct of Examinations			
5.13.1	Remuneration/Secrecy payments	Vice-Chancellor Controller of Examinations	Full Power Delegated Powers	
5.13.2	Printing of Question Papers	Vice-Chancellor Controller of Examinations	Full Power Delegated Powers	
5.13.3	Miscellaneous Advances for examinations	Vice-Chancellor Treasurer	Full Power Rs.50,000.00	

S.No	Head of Expenditure	Name of Authority	Extent of Delegation	Delegation of Powers to H.O.Deptt.
5.14.0	Purchase of Durable Goods			
5.14.1	Machinery & Equipment	Vice-Chancellor Treasurer	Full Power Rs.40,000.00	Rs.25,000/-
5.14.2	Transport	Vice-Chancellor	Full Power	-
5.14.3	Furniture & Fixture	Vice-Chancellor Treasurer	Full Power Rs.40,000.00	Rs.15,000/-
5.15.0	Sport materials	Vice-Chancellor Treasurer	Full Power RS.25,000.00	-
5.16.0	Feasibility Studies	Vice-Chancellor	Full Power	-
5.17.0	Holding Survey Camps	Vice-Chancellor	Full Power	-
5.18.0	Research Project	Vice-Chancellor	Full Power	Full Power
5.19.0	Students project Works	Vice-Chancellor Treasurer	Full Power Rs.15,000 for each Deptt:	Rs.10,000/-
5.20.0	Repair & maintenance of durable Goods			
5.20.1	Transport	Vice-Chancellor Treasurer Director Admn.	Full Power Rs.15,000 Rs.10,000	Rs.10,000/-
5.20.2	Machinery & Equipment	Vice-Chancellor Treasurer	Full Power Rs.15,000	Rs.5,000/-
5.20.3	Furniture & Fixture	Vice-Chancellor Treasurer	Full Power Rs.15,000	Rs.5,000/-
5.20.4	Building (M&R)	Vice-Chancellor Treasurer Director Works	Full Power Rs.25,000.00 Rs.25,000.00	Rs.5,000/-
5.20.5	Tech: sanction of Estimates of Works	Vice-Chancellor Treasurer	Full Power Rs.25,000	-
<b>5.21.0</b>	<b>Commodities &amp; Services</b>			
5.21.1	T.A. to Staff	Treasurer	Full Power	-
5.21.2	T.A for Exam duties	Controller Exams	Full Power	-
5.21.3	Transportation of Goods	Treasurer	Full Power	-
5.21.4	P.O.L. /CNG charges	Vice-Chancellor Treasurer	Full Power Rs.50,000.00	-
5.21.5	Students Study Tour	Vice-Chancellor Treasurer	Full Power Rs.5,000/- in each case	-
5.21.6	Conveyance Charges	Treasurer	Full Power	-
5.21.7	Postage, Telegrams & Fax (Telephones & Trunks), Internet etc.	Vice-Chancellor Treasurer	Full Power Full Power	-
5.22.0	Utilities			
5.22.1	Gas, Electricity, Water & others	Vice-Chancellor Treasurer	Full Power Full Power	-

<b>S.No</b>	<b>Head of Expenditure</b>	<b>Name of Authority</b>	<b>Extent of Delegation</b>	<b>Delegation of Powers to H.O.Deptt.</b>
5.22.2	Office Stationery	Vice-Chancellor Treasurer	Full Power Rs.25,000/-	Rs.20,000/-
5.22.3	Printing	Vice-Chancellor Treasurer	Full Power Rs.25,000/-	Rs.20,000/-
5.22.4	Newspapers and Books etc	Vice-Chancellor Treasurer	Full Power Rs.25,000/-	Rs.20,000/-
5.22.5	Litigation Charges	Vice-Chancellor	Full Power	-
5.22.6	Fairs Exhibitions etc	Vice-Chancellor	Full Power	-
5.22.7	Publicity and Advertisement	Vice-Chancellor Treasurer	Full Power Rs.25,000/-	-
5.22.8	Chemicals & Glassware	Vice-Chancellor	Full Power	Rs.35,000/-
5.22.9	Subsidies	Vice-Chancellor	Full Power	-
5.22.10	Unforeseen / other store etc. etc.	Vice-Chancellor Treasurer	Full Power Rs.10,000.00	Rs.5,000/-
5.22.11	Insurance of labs/Vehicles	Vice-Chancellor Treasurer	Full Power Delegated Power	
5.22.12	Amenities (Students)	Vice-Chancellor Treasurer	Full Power Rs.10,000	
5.22.13	Entertainments & Gifts	Vice-Chancellor Treasurer	Full Power Rs.5,000.00	
5.22.14	Contribution to other institutions (Pension, CPF, Gratuity etc.	Syndicate Vice-Chancellor	Full Power Rs.20,000.00	
5.22.15	Re-appropriation with in sanctioned budget.	Syndicate Vice-Chancellor	Full Power Rs.500,000.00	
5.22.16	Advance for specific items	Vice-Chancellor Treasurer	Full Power Rs.15,000.00	
5.22.17	Approval of Recoupment of advances	Vice-Chancellor Treasurer	Full Power Rs.15,000	
5.22.18	Refund of fees & students security etc	Treasurer	Full Power	
5.22.19	Other Refunds	Treasurer	Full Power	
5.22.20	Labour Charges (daily wages/Work charges Estt)	Vice-Chancellor Treasurer	Full Power Full Power	
5.22.21	Write-off/waive-off unserviceable articles/Losses	Syndicate Vice-Chancellor Treasurer	Full Power Rs.100,000/-in each case Rs.25,000/- in each case	
5.22.22	Approval for auction/sale/disposal of assets	Syndicate Vice-Chancellor	Full Power Rs.100,000.00 in each case	
5.22.23	Acceptance of tenders of	Vice-Chancellor	Full Power	

<b>S.No</b>	<b>Head of Expenditure</b>	<b>Name of Authority</b>	<b>Extent of Delegation</b>	<b>Delegation of Powers to H.O.Deptt.</b>
	works and supplies	Treasurer	Rs.25,000.00	
5.22.24	Appointment of work charge staff	Vice-Chancellor	Full Power	
5.22.25	Civil Works			
5.22.26	Construction of Building and Roads	Vice Chancellor Director Works	Full Power Rs.150,000	
5.22.27	Renovation and Extension of existing Building & Roads	Vice Chancellor Director Works	Full Power Rs.100,000/-	
5.22.28	Electrification tube well digging water channels and other related civil works	Vice Chancellor Director Works	Full Power Rs. 100,000/-	
5.22.29	Technical Sanction and Adm. Approval of all estimates for civil work	Vice Chancellor	Full Power	
5.22.30	Creation of Posts			
5.22.31	Up to BPS-16 BPS-17 & Above	Vice Chancellor Syndicate Vice Chancellor	Full Power Full Power to 12 Months	
5.22.32	Appointment / Filling of Post	As in 5.22.31		

## **CHAPTER – VI**

# **RECORDING OF TRANSACTIONS, RECEIPTS, PAYMENTS AND BALANCING & RECONCILIATION**



## 6.1.0 RECEIPTS

- 6.1.1 All moneys received will be deposited in a prescribed bank and recoded in the cash book daily. If due to unavoidable circumstances the money cannot be deposited on the day it is received, the matter will be brought to the notice of Deputy Treasurer, who may take necessary precautions for the safe custody of the cash.
- 6.1.2 For all moneys received other than through bank challans and money orders, a printed receipt shall be prepared by the cashier and countersigned by the section In charge. In case any receipt is cancelled, it will be defaced with rubber stamps and will be kept properly folded in the receipt book.
- 6.1.3 All money received by the University Accounts shall be analyzed dated-wise on the classification sheet and recorded in Main Cashbook.
- 6.1.4 Posting to the general ledger will be made from the Main Cash book. Monthly totals of receipts after the cash has been analyzed head-wise, shall be posted to the general ledger.
- 6.1.5 The Accounts section shall maintain its own Bank Ledger for all the transactions of daily deposits in and withdrawal of cheques from the bank. Posting to the Bank ledger will be made from the main cashbook on total basis.
- 6.1.6 When the figures are posted to Cash Book, the classification sheets will be returned for filing and record.
- 6.1.7 Deposits of cheques, bank drafts and cash will be made through pay in slip after issuing proper printed receipt duly numbered under the custody of the Accountant. A brief description regarding the nature of receipt will also be noted on the counterfoil.
- 6.1.8 The Accountant/Section incharge will ensure that Bank statements along with the copy of the counterfoils are received daily.
- 6.1.9 Accounts of interest/profit credited by the bank will be properly checked and differences in rates or amounts shall be pursued with the bank.

## 6.2.0 **PAYMENTS/ EXPENDITURES**

- 6.2.1 All cheques issued shall be entered on the credit side of the Cash book giving full particulars of the payment in serial order.
- 6.2.2 Posting from Cash Book to the Ledger will be made in the light of audited payment orders and vouchers which will be totaled on monthly basis.
- 6.2.3 No over-writing and erasers will be allowed in the Cash Book. In case of any corrections, the incorrect entry will be corrected with proper initials of the S. Accounts or the Assistant Treasurer as the case may be.
- 6.2.4 Under no circumstances blank cheque shall be signed by any of the signatories.
- 6.2.5 On receipt of a fresh cheque book from the bank, the numbers of cheques contained therein will be counted before its acknowledgement is signed and sent to the Bank.
- 6.2.6 Copies of letters containing standing instructions will be filed properly and kept under the custody of the Treasurer or any other authorized officer.
- 6.2.7 The Bank's advices of direct debit/credit will be obtained and adjusted in the Cash Book and posting made in relevant ledgers.
- 6.2.8 All cheques will be crossed and will be opened, if necessary, with proper authentication.

## 6.3.0 **BALANCING AND RECONCILIATION**

- 6.3.1 The Bank Balances at the end of each month will be reconciled with the Bank Ledger and a reconciliation statement will be prepared by the Accounts Section. Uncashed cheques, if any, which remain outstanding for long will be brought to the notice of the Treasurer.
- 6.3.2 A certificate will be obtained from the Bank certifying the balances in each accounts at the close of the financial year.

## 6.4.0 **MAIN BOOKS OF ACCOUNTS**

- 6.4.1 M/S Ferguson (PVT) Ltd instruction will be followed and computerized system will be adopted. The following books shall be maintained in the Finance Directorate for record and proper accounting treatment of transactions.

Cash book	Subsidiary Cash Book
Income Ledger	Expenditure ledger
Bank Ledger	Private Ledger
Grant in Aid Registrar	Contractors Ledger
Student Bill Books	Students Admission Register
Scholarships Register	Advances Register
Sanctioned Post Register	Imprest Money Register
Telephone payment Register	Gas Bill Register
TA/DA Register	
Electricity Bill Register	
Fax and Tele printer Register	

## **CHAPTER –VII**

### **PREPARATION AND PROCESSING OF PAY BILLS OF ESTABLISHMENT**

## **7.1.0 PREPARATION AND PROCESSING OF PAY BILLS OF ESTABLISHMENT.**

- 7.1.1 The Registrar's Office will intimate to the Dy. Treasurer all appointments resignations and terminations, tour/training of the staff. For every employee a file will be maintained to depict any change in his status and pay scale.
- 7.1.2 The Establishment Section/Departments will prepare the pay bills from the Establishment Check Registrar (ECR) of all the employees working in different administrative sections and all the teachers working in teaching departments of the University. These bills will be sent to the Finance Directorate on or before the 20<sup>th</sup> of each month for processing and payment on payday.
- 7.1.3 The Audit Section of the KUST shall scrutinize the salary bills and will ensure that:-
- i. All the changes made in pay bills have been duly supported by the order of the competent authority: and
  - ii. A general voucher has been prepared adjusting various deductions from salaries etc.
- 7.1.4 Appropriate deductions for leave without pay and absence, leave on full pay, leave on half pay if any shall be made advice to the Establishment Section, which receives such information direct from the concerned department and will be responsible for maintaining employee's personal files and Service Books.
- 7.1.5 The pay bills summary and the general vouchers shall be re-audited by the University auditors before sending them to the Finance Directorate for preparation of cheques. The Account Section will prepare cheques/bank transfer vouchers for all employees. The salary will not be disbursed to a person other than the concerned employee, unless he authorizes his representative in writing and the written request is duly approved by the Dy. Treasurer / Treasurer.

# **CHAPTER-VIII**

**CONTINGENCIES  
OF  
TEACHING DEPARTMENTS,  
INSTITUTES,  
CENTERS,  
COLLEGES,  
SCHOOLS,  
ADMINISTRATIVE SECTIONS,  
AND  
ADVANCES FOR SPECIAL PURPOSES**

### **8.1.0 CONTINGENCIES FOR TEACHING DEPARTMENT ETC.**

The provision for the contingent requirements of the teaching department and administrative section shall be reflected in the recurring budget. The requirement Department/Offices shall be worked out by their respective head and communicated to Dy. Treasurer. The Dy. Treasurer, after scrutiny and consultation with the Vice Chancellor, will include them in the proposed budget.

### **8.2.0 ADVANCES FOR SPECIFIC PURPOSE.**

When a requisition for a general advance is made for certain specific expenses, the Treasurer with the approval of the Competent Authority may allow the advance to the requisitioner. It is important that the advance holder should render the statement of expenses within one month of incurring the expenditure duly supported by cash memos and evidence that all codal formalities wherever applicable duly observed. An advance may not be drawn unless it is immediately required.

# **CHAPTER-IX**

## **RESEARCH FUND**

9.1.0 **RESEARCH FUNDS:** The Research funds will be allocated and regulated as prescribed from time to time. The Director ORIC will chalk out detail procedures with the collaboration of Director Academics and Head/Chairman of respective Department. Separate and detailed Account will be maintained by the respective Head/Chairman of Department for the purpose with joint signatures of Treasurer and P.I. An independent Directorate of Research and Development will be created for all inter-alia Programs local funded as will foreign aided.



**CHAPTER-X**

**EXAMINATION SECRECY FUND**

#### **10.0.0 EXAMINATION SECRECY FUND:**

The Treasurer with the approval of the Vice Chancellor shall release and advance funds to Controller of Examinations for payment to examiners, no one of the Finance Directorate shall be involved in the complete secrecy of the examiners and all personnel involved in Secrecy. The Controller of Examinations shall have full powers to sanction and pay the claims of the paper setters and script checkers. The Controller of Examinations shall have power to open and operate a Bank Account for Secrecy Fund released by the Finance Directorate and shall be required to maintain a proper cash book and other relevant items of book keeping. After at least 6 months of payment, the record of the Secrecy fund shall be audited by a person(s) to be appointed by the Vice Chancellor. After Pre-Audit, they will give a certificate to the effect that a record has been maintained in proper order and payment made was correct and a fit charge on the Secrecy fund. The certificate of the audit shall be forward to Treasurer who shall submit it to Vice Chancellor for seeking his approval to book the expenditure and adjust the account against the advance released by the Treasurer in favor of the Controller of Examinations. In case the audit finds some discrepancy/shortcoming in the Secrecy Fund, a report to this effect shall be submitted directly to the Vice Chancellor who may take necessary corrective action thereon.

## **CHAPTER-XI**

### **PURCHASE AND ACQUISITION OF STORE AND TENDERS/QUOTATIONS.**

## **11.1.0 PROCUREMENT OF STORES, TENDERS AND QUOTATIONS.**

- 11.1.1 Subject to any special rule or order of the Syndicate/Vice Chancellor applying to any particular department, an authority of the University, which is competent to incur expenditure may sanction the purchase of stores required for use in the University/Department/Section/Hostels in accordance with the provision contained in PPRA rules for Federal Funded projects and procurements and KPRA rules in case of Provincial funded projects and procurement. Such purchase are also subject to the usual restriction regarding the necessary appropriation and to any monetary limits and other conditions prescribed generally or in regard to specific articles or classes of articles. Powers delegated to the Registrar, Dy. Treasurer, Controller of Examinations, Director Administration and other responsible officials are clearly laid down and all purchases in the University should be regulated in strict conformity with these Rules.
- 11.1.2 Purchase shall be made in most economical manner in accordance with the requirements of the University. Stores should not be purchased in small quantities, but at the same time care should be taken supplies much in advance of actual requirements, if such purchase is likely to prove unprofitable to the University.
- 11.1.3 Purchase order should not be split up to avoid the necessity for obtaining the sanction of higher authority required with reference to the total amount of the orders. For this purpose the In-charge of the store purchase section shall coordinate the requirements for various departments and sections and accordingly put up the case as recommended by the Purchase Committee to the Vice Chancellor for the approval and to the Purchase Committee for further action.
- 11.1.4 The Incharge of the store section and member of purchase committee will primarily be responsible for the procurement of all items as per provision in the budget including consumable stores, office equipment, furniture fixed assets, chemicals and glassware, computers, items of sanitary, hardware, electrical goods, appliances, timber and other stock and non stock supplies for the University.
- 11.1.5 In case of stock items the Store Section will raise the "Purchase Requisition" whereas, for non-stock items to be purchased for the University a request for sanction of expenditure will be prepared by the requisitioning department. The Treasurer after its checking and scrutiny by the Budget and Account Section will prepare a complete case showing the Budgetary code, head of expenditure, provision and balance under the code and will submit the case to the Competent Authority for obtaining proper approval.
- 11.1.6 After approval of the Competent Authority the Treasurer will advise the concerned section to commence the formalities required for the purchase in question.

- 11.1.7 The Incharge of Store Section shall prepare and maintain lists of approved firms, contractors and other suppliers, and keep the Vice Chancellor informed whenever a new agency is enlisted. The firms enlisted must be of good standing and actually doing business and physically existing in the market with definite business premises and not by label only.
- 11.1.8 Purchase upto Rs.25,000/- may be made form the local market without inviting quotations on the usual certificate by the officer authorized by the Treasurer to purchase the item/items that values paid is at the lowest market rate for the material question.
- 11.1.9 Any purchase between Rs.25,000/- to Rs.100,000/- may be made by the purchase committee in the open market after a survey of the market. The Purchase Committee shall ensure genuineness of the rate and quality of material.
- 11.1.10 Purchase above Rs.25,000/- upto Rs.100,000/- shall ordinarily be made on the basis of at least 3 quotations by the Treasurer/Secretary Purchase Committee from the approved suppliers or those with the reputation in the market. When the quotation are invited from the several firms but there is a poor response and only one or two quotations are received, the purchase may be made from the lowest one. When there is no response, the purchase may be made from any firm by the Purchase Committee with prior permission of the Treasurer. The Convener, Purchase Committee will certify that the purchase made is at the minimum market rate.
- 11.1.11 If the amount exceeds Rs.100,000/- the transaction will be advertised and sealed tender/quotations obtained by the open tender system.
- 11.1.12 If the purchase is to be of a patented article of required specifications available from an authorized dealer or manufacturer, it can be purchased from him with the prior approval of the Vice Chancellor without calling other quotations. However, if the article is available with more than one dealer at competitive rate, quotation shall be invited in the usual manner.
- 11.1.13 Quotation should be preferred from sole distributors and direct manufacturers to ensure quality and competitive rates.
- 11.1.14 In case rates of fresh quotation are higher than rate of last purchase, efforts should be made to place repeat orders.
- 11.2.0 TENDER/QUOTATIONS.**
- 11.2.1 The Competent Authority shall at least 7 days before entering into contract give public notice of the tender. The Competent Authority may accept any of the tenders so made which appears to him the most advantageous, provided that:

- a. If he rejects the lowest tender or all the tenders made in pursuance of the public notice, the reasons for his doing so shall be recorded:
- b. The Competent Authority may, in case of emergency or if otherwise deemed fit and beneficial in the interest of the University, invite gallop (spot) tender or dispense with conditions of inviting tenders and enter into contract with any person/firm for execution of any work or the provision of any supply with due regard to the quality of work, supplies and speedy execution of the contract.

### **11.3.0 VALID TENDER/QUOTATIONS.**

11.3.1 No tender shall be deemed a valid tender unless:

- i. It is sealed.
- ii. It is accompanied by the earnest money/call deposit equal to minimum two percent of tender.

11.3.2 All sealed tenders/quotations shall be opened by the competent authority at the place and time specified in the public notice, in the presence of the Convener and members of the committee and such suppliers/contractors as may be present. The Convener and members of the committee shall affix their signatures and date on every tender/quotation so opened. The lowest tender/quotation shall be noted on the record.

11.3.3 A comparative statement of rates shall be prepared by the Secretary of the committee, and submitted to the competent authority along with recommendations of the committee, for seeking proper approval of rates and obtaining sanction of the amount involved. The competent authority shall issue proper sanction giving description of the amount involved, the rates approved and head of expenditure.

11.3.4 A formal deed of agreement shall be executed between the University and contractors where the circumstances so demand.

- i. Which is to be made after inviting tenders;
- ii. For the acquisition, purchase, sale or transfer of property.

All agreement by or on behalf of the University shall be signed by the Director Administration and attested by two witnesses and shall bear the seal of the University and shall be executed in such form as would bind him it were made on his own behalf and may in the like manner and form be varied and discharged.

All agreements shall be written on stamped paper of appropriate value and shall, where necessary, registered under the law in force for the registration of documents.

## **CHAPTER – XII**

**UNIVERSITY PURCHASE COMMITTEE,  
DEPARTMENTAL PURCHASE COMMITTEE,  
AND RECEIPT OF STORES AND PAYMENT OF  
BILLS.**

## 12.0.0 UNIVERSITY PURCHASE COMMITTEE

12.1.1 The University shall have a "University Purchase Committee to be framed, by the Vice Chancellor comprising the following:

12.1.2 One Professor/Ass: Professor Convener

12.1.3 Two Lecturer or officers working in any department or office to be nominated by the Vice Chancellor Members

12.1.4 Treasurer shall be Ex-officio Member of the Committee. He may, nominate any Officer of his wing to accompany the Committee during any purchase. Member

12.1.5 Registrar on his nominee Member / Secretary

12.2.1 The term of the Committee shall be one year. The Vice Chancellor, however, is competent to dissolve it at any time during its terms and constitute a new Committee for remaining term. The Vice Chancellor may also extend the term of an existing Committee for any period.

12.2.2 Quorum for spot purchase shall be three members including the convener. A nominee of the Treasurer shall invariably accompany the Committee in all purchases as assist the Purchase Committee.

12.2.3 If due to any reason the convener is not in a position to accompany the Committee, the Vice Chancellor shall nominate any of the members to act as Convener for any spot purchases in the market.

12.2.4 The Vice Chancellor may authorize the Purchase Committee of the University to visit the market and purchase any kind of stores for the University to extent of an amount specified by the Syndicate under the financial power. Similarly the Treasurer may authorize the Purchase Committee to purchase items of prescribed stores in the local market only upto Rs.25,000.00 provided proper sanction from competent authority exists.

12.2.5 The Committee may when allowed by the competent authority visit the market and look for required items in the market. Market means markets/shopping centers and stores situated anywhere in Pakistan.



- 12.2.6 The Purchase Committee shall make a survey of the products in the market, study the supply position, compare and assess the rates prevailing in the market, determine the quality of products, their brand and manufacturing mark etc. The Committee, after satisfying itself with the rates, quality and genuineness of the product, may place orders with any firm.
- 12.2.7 If Committee has been given an “ADVANCE” for such purchase, it shall have the authority to make full payment on the spot to the suppliers against delivery of goods or service by obtaining proper cash memos of the amount.
- 12.2.8 When goods are received in the University, normal procedure of stock taking and issuance shall be adopted as prescribed under these Rules.
- 12.2.9 After completing the process of stocktaking, the Convener Purchase Committee shall render proper accounts of expenditure, showing the details of items purchased, their rates, total cost, the unspent balance and the stock entries. The unspent amount shall be immediately refunded and the refund slip shall be attached and submitted with the rest of the vouchers for adjustment.
- 12.2.10 The Account will be adjusted only when the Vice Chancellor or any other competent authority approves it.
- 12.2.11 When the Account is approved by the competent authority a “Transfer Voucher” for booking the actual expenditure shall be prepared and submitted to Audit. When the voucher is passed by Audit, a transfer entry to this effect shall be recorded in the cashbook and the expenditure will be posted to the expenditure ledger.
- 12.2.12 The Rules for calling quotations and adoption of open tender system may not be applied to the spot-purchase made by the Purchase Committee of University in local and national markets on the approval of the competent authority.
- 12.2.13 In order to avail themselves of the economies of bulk purchase the heads of the departments, sections and hostels etc. shall submit their requirements at least 3 months in advance to the Director Administration.

**CHAPTER XIII**

**RECEIPT OF STORES**

### 13.1.0 RECEIPT OF STORES

- 13.1.1 On the receipt of stores, the Purchase Committee shall examine, count, measure or weigh, as the case may be, when the delivery is taken. The Committee shall record a certificate to the effect that the quantities are correct and their quality is good. The Store Officer receiving the items shall be required to fill up a "Material Receiving Report" to certify that he has actually received the materials and recorded them in the appropriate Stock Registers.
- 13.1.2. In case the goods have been purchased on the request of a specific department, the store officer will immediately inform the requisitioning department and dispatch the goods along with "Department Materials Receiving Report" in triplicate. The requisitioning department will return two copies to the store section acknowledging the receipt of goods. On the receipts of "Material Receiving Reports" back from the requisitioning department, the store Officer shall attach one copy to the supplier's bill and preserve the second copy for the record purposes showing the issue of goods to the department concerned. Necessary entries in the issue register shall also be recorded.
- 13.1.3. Each department shall maintain suitable registers to record receipt and issue of consumable items. The receipt shall be recorded from the copy of Material Receiving Report. (Departmental) along with the goods taken over from the Main Store. These registers will be made available with each Deptt./Section.
- 13.1.4. For the contingency items a separate register shall be maintained to record the receipts, issues, and losses pertaining to contingency of the department.
- 13.1.5. If an asset is gifted to the University, the store section will prepare a "Gift Receiving Register" and will make entries of gift in the register and will send an advice for its record to the Treasurer.
- 13.1.6. Proper tag/mark will be displayed on each item of the university for recognition.
- 13.1.7 There will be annual stock taking of the departments/section/store and will be carried out by the person to be appointed by the Vice Chancellor which will be presented to the Vice Chancellor within two months.

### **13.2.0 PAYMENT OF BILLS.**

13.2.1. When the bills are submitted by the suppliers/service providers for the supplies/service made to the University, the Purchase Committee with the assistance of the Stores section shall forward the bills to the D F. The bills must be supported with the following documents:

1. Copy of sanction issued by the KUST on the approval of the Vice Chancellor or any other competent authority.
2. Copy of comparative statement indicating that the Vice Chancellor/competent authority has approved the rates and suppliers. Comparative statement upto Rs. 25000.00 shall be approved by the DF and Vice-Voca.
3. Copy of purchase order placed by the Secretary of the Purchase Committee.
4. Material Receiving Report and evidence of stock entries.
5. Inspection Report of the Committee.

13.2.2. The DF shall arrange payment from the relevant head with the assistance of Budget and Accounts Section on receipt of bills complete in all respect. If the amount is within the limits of the original sanction already accorded by the Vice Chancellor, or any other competent authority, the DF shall be competent to sign and pass payment order without seeking a duplicate reference for sanction of the Vice Chancellor/competent authority.

13.2.3. When the amount of the bill exceeds the original sanction due to certain genuine reasons to be recorded on the bill by the Purchase Committee, a revised sanction will have to be obtained from the Vice Chancellor/Competent Authority.

13.2.4. Security, General Sale Tax and Income Tax at the rate prescribed by the Government shall be deducted from the bill to ensure the performance of the contract. The Vice Chancellor may however waive off the condition of deduction of security in special and unavoidable cases.

### **13.3.0. BOOKS OF MAIN STORE.**

The following books shall be maintained in the Main Store of the University.

1. Stock Register machinery & equipment.
2. Stock Register Apparatus & Chemicals.
3. Stock Register Furniture.
4. Stock Register Consumable.
5. Stock Register any other items.
6. Stock Register Property.
7. Issue Register Non stock items.
8. Issue Register Stock items.
9. Scrap Register.

- 10. Disposal Register.
- 11. Gift/Donation Register

#### **13.4.0 ISSUE OF STOCK AND PHYSICAL VERIFICATION.**

- 13.4.1.1 When materials are issued for stock from departmental use, the Store Officer shall see that an indent on the prescribed form has been made by properly authorized person and examine it carefully with reference to the orders or instruction for the issue of stocks. When materials are issued a written acknowledgement shall be obtained from the person or his authorized agent to whom they are ordered to be delivered or dispatched.
- 13.4.2. A Physical verification of all stock shall be made at least once in every financial year and certificate or verification of store with its result should be recorded thereon.
- 13.4.3. Verification must always be made in the presence of officer responsible for the custody of the stores of a responsible person dispatched by him.
- 13.4.4. All discrepancies, shortage and damages as well as unserviceable stores shall be reported immediately to DFP for taking up the matter with the competent authority to write off the losses or order for fixing the responsibility. Full justification and reasons shall be given while declaring a stock item unserviceable.

## **CHAPTER- XIV**

### **ANNUAL MAINTENANCE AND REPAIRS OF BUILDING & INFRASTRUCTURE.**

#### 14.1.0 ANNUAL MAINTENANCE AND REPAIRS OF BUILDING AND INFRASTRUCTURE.

14.1.1 The University shall incur expenditure on the preservation of its building and structures under the classified head of “ University Building Residential Building Hostels and others Structures & Minors Works”. The University building including academic blocks, classrooms, Laboratories, Workshops, library, cafeteria, offices, and sections. Residential building consist of staff residence of all categories of employees and hostels are the building meant for the lodging and boarding of students and teachers. “Other Structures” include all roads and those buildings and infra structures which cannot be covered in the three aforementioned classifications. They also include minor works for which separate and individual estimates are made by Directorate Admin and approved by the Vice Chancellor or the DFP as the case may be. The Vice Chancellor will be the Competent authority to issue A.A & T.S.

14.1.2 The Director Admin Director Works shall work out and prepare a detailed estimates of quantities of items under all the classified heads of expenditure except minor works. The estimates so prepared shall be submitted to the DFP who shall check the proposed estimate of expenditure with budget provision and process it for obtaining, in the first instance, the concurrence and administrative approval of Vice Chancellor. When the Vice Chancellor accords approval, the DFP shall issue proper administrative approval, which will be communicated to the Director of Admin.

14.1.3. Consequent upon the issuance of administrative approval by DFP, the Director Admin shall call tenders for items and quantities approved by the Vice Chancellor.

14.1.4. Tenders may be opened by the Director Admin Director Works in the presence of the University Work Committee.

14.1.5. In case of lowest tender is not recommended for acceptance, reasons should be recorded in writing. In selecting the tender to be accepted, the financial status of the individual and firms tendering should be taken into consideration in addition to all other relevant factors.

14.1.7. The Vice Chancellor may appoint a “ WORK COMMITTEE” to scrutinize and check the tenders received for works and make necessary recommendations thereon. Total estimates shall be based on the tenders and rates recommended by the Director of Admin/Works Committee which will be forwarded to the DFP for obtaining specific sanction of expenditure and approval of rates from the Vice Chancellor. When the rates are approved and the amount involved is sanctioned, the DFP shall issue proper “SANCTION OF EXPENDITUE”. Depending upon the nature of work, the Vice Chancellor may appoint Project Committee for execution of a work departmentally.

14.1.8. After receiving the sanction of expenditure, The Director Wprks shall issue “Work Order” to the contractor and advise them to execute proper agreement with the University on proper stamp papers.

14.1.9. The agreement with the approved contractors shall be in writing and signed by the Director Admin and the contractors. The agreement shall state the quantity and

quality of the work to be done, the specifications to be complied with, the time within which the work is to be completed, the conditions to be observed, the security to be put in, and the term upon which the payment is to be made and penalties to be imposed. It should contain provisions necessary for safeguarding the property entrusted to the contractors.

- 14.1.10. The terms of a contract once entered into should not be varied without the prior consent of the Vice Chancellor or any other competent authority.
- 14.1.11. Security for due fulfillment of the contract shall invariably be taken. The security may be in the form of a cash deposit or call deposit at the prescribed rates adopted in government contracts. The Vice Chancellor is however, empowered to permit or condone deviations from the conditions of call deposit/ security in specific cases where such deviations are unavoidable.
- 14.1.12. Addition and excess through necessary while a work is in progress which are not fairly contingent on the proper execution of the work is sanctioned, must be covered by a revised estimates accompanied by a full report of the circumstances which rendered it necessary.
- 14.1.13. When excess over a sanctioned estimate is foreseen and there is likely to be unavoidable delay in preparation of Revised Estimate, an immediate report of the circumstances shall be submitted through the Treasurer to the Vice-Chancellor whose sanction will ultimately be required. When a revised estimate is submitted it must be accompanied by a statement comparing it with the original sanction of the Vice-Chancellor and by a report showing the progress made up to date and the total of the sanction required including the revised amount with cogent reason of increase etc.

#### **14.2.0 CONTRACTORS BILLS**

- 14.2.1. No payment to any contractor shall be allowed unless the work carried out is measured and recorded in the Measurement Book (M.B). The Site Engineer of the University must record measurements in the Measurer Book on the spot and bills of the contractors shall be prepared on the authority of such measurements.
- 14.2.2. The bill and the Measurement Book duly signed by the Site Engineer and Director of Admin shall be submitted to Treasurer for payment to the contractors. The Director Admin shall record a certificate to the effect that all the measurements, quantities, rates and calculations have been checked in detail, compared and found correct according to the approved rates and that he thus holds himself responsible for all payments made on this basis by the Treasurer.
- 14.2.3. On receiving the bill, the Treasurer shall process it for payments by first presenting it for pre-audit to the University Auditor. Security and income tax at the prescribed rates and other deductions as the Director of Works/Admn may intimate, shall be retained from the bills. All the running bills shall be processed for payment on the certificate of Director Admin the final bill must accompany an Inspection Report of Committee to be appointed by the Vice Chancellor duly supported with completion



report, handing taking over report and affidavit from the contractor binding himself for damages etc. during projected life of the building or road as the case may be.

14.2.4. Generally, the bills may be paid by the Treasurer if they are within the limits of the sanctioned amount and estimate approved by the Vice Chancellor for seeking individual sanctions for each running bill will not be required. If the running bill exceeds the sanctioned amount and the approved estimate, it will be necessary to seek the approval and sanction of the Vice Chancellor before any payment on final bills. Similarly, approval of the Vice-Chancellor is must for any payment on final bill.

14.2.5. The Finance Directorate shall maintain a proper contractor's ledger and debits and credits on this account must be recorded and preserved.

**CHAPTER – XV**

**DEVELOPMENT WORKS  
AND PROJECTS**

15.1.0        **DEVELOPMENT WORKS AND PROJECTS**

- 15.1.1 Development Works & Projects shall be a Major head of Account. A separate set of Account books shall be maintained for Development Works and Projects and shall not be mixed with the transactions of the Recurring Budget or any other fund/grant of the University.
- 15.1.2 The Vice-Chancellor shall have full powers to accord Technical Sanction to “Estimates of Works” prepared for development Projects and schemes of the University.
- 15.1.3 The Vice-Chancellor may appoint Consultant, Architect and other relevant professionals for providing technical opinion, advice and guidance on important developmental works of the University and fix their fee and remuneration etc. Depending upon the nature of work, the Vice-Chancellor may also appoint a Project Committee for execution of developmental works departmentally.
- 15.1.4 The procedure for calling tenders and payment of Contractors’ bill shall be the same as given in clause 14.1.0 and 14.2.0 of these Rules.

## **CHAPTER – XVI**

# **SALE, DISPOSAL, WRITING OFF AND AUCTION STORES AND PROPERTIES.**

- 16.1.1 **SALE, DISPOSAL, WRITING OFF AND AUCTION OF STORES.**
- 16.1.1 Prior sanction of the Vice-Chancellor or a competent authority shall be obtained to write off losses and deficiencies in Stores.
- 16.1.2 Stores, which are reported to be obsolete, surplus or unserviceable, may be disposed of by sale or otherwise, as directed by the Vice-Chancellor or any competent authority on the recommendation of committee.
- 16.1.3 The Treasurer may write off any loss of articles if the amount involved on a single items does not exceed Rs.5000.00 subject to maximum of Rs.25,000/- in a financial year, with the condition of proper enquiry into the loss of items.
- 16.1.4 Assets beyond economical repairs in the departments and hostels shall be transferred to the main store for sale, auction/scrap. A fixed Assets Retirement Advice will be prepared by the transferring department/hostel in triplicate and sent to the store along with the article. The store section will acknowledge the receipt of the article on such advice and will return one copy to the department/hostel concerned and dispatch the second copy to the Treasurer. The store section shall maintain a register of condemned articles to be called scrap register.
- 16.1.5 When an asset is to be sold/auctioned with prior approval of the Vice Chancellor, the Survey/inspection Committee appointed by the Vice Chancellor shall be responsible for the disposal through sale/auction. The Committee shall decide the mode of sale/auction. The Committee shall prepare a statement of bidders with their rates and make necessary recommendations to the Vice Chancellor.
- 16.1.6 Authority of approval rests with the Vice Chancellor for assets.
- 16.1.7 The Vice Chancellor, however, if satisfied with the procedure, codal requirements and sale price may allow the disposal of assets. A case of disposal shall, however, be prepared and placed before the Syndicate in its next meeting for information. When the asset is disposed of it shall be deleted from the stock and recorded in detail in the Disposal Register maintained in the main store. A disposal advice shall also be submitted to Finance Directorate to delete the asset from the record.

**CHAPTER – XVII**  
**AUDIT AND INTERNAL CHECK**

- 17.1.0      **AUDIT AND INTERNAL CHECK**
- 17.1.1      The accounts of the University shall be maintained in double entry system and manner prescribed in these Rules.
- 17.1.2      No expenditure shall be made from the fund of the University (excluding private deposits) unless a bill for its payment has been pre audited by the University Auditors.
- 17.1.3      The Accounts of the University shall be audited once a year in conformity with these statutes/Rules by Government Auditors appointed by the Director General Audit, KHYBER PAKHTUNKHWA.
- 17.1.4      The observations of Government Auditors, together with such annotations as the Treasurer may make shall be presented to the Syndicate. The Syndicate shall be the final authority to settle the paras raised by the Auditors the Audit Note, to drop them or order further necessary action thereon. For this purpose the Syndicate may formulate and delegate its powers to a committee to be called" University Audit and Accounts Committee" to deal with the Audit Report prepared by the Auditors appointed by the Director General Audit, Govt. of KHYBER PAKHTUNKHWA.
- 17.1.5      The University may have an Internal Audit Cell with a proper section to work under the Treasurer.
- 17.1.6      The Internal Audit Cell will be looked after by an officer designated as Asstt: Director Audit working under the Treasurer.
- 17.1.7      The Internal Audit Cell shall check the accounts maintained in the teaching departments, hostels, offices, examination and other cost centers of the University and will report to the Treasurer who may report onward to the Vice Chancellor. However, before making any observation, the internal audit cell shall, discuss the matter with the concerned Head.
- 17.1.8      The Internal Check shall be carried out continuously on rotation basis and reports shall be submitted periodically to the authorities.
- 17.1.9      The Internal Check shall scrutinize important cases referred to it and shall make necessary recommendations to the Treasurer regarding the course of action to be followed or taking up the matter with the Vice Chancellor or any other competent authority. The Internal Audit Cell shall follow-up the queries raised and shall report unsettled cases to the Treasurer for onward reporting to the competent authority or any other appropriate course of action.
- 17.1.10      The Internal Audit Cell shall be charged with the responsibility of looking into the Audit paras raised by the Inspection Team of the Director General Audit and shall prepare annotation to the Audit Notes.

17.1.11 The Incharge Internal Audit Cell shall scrutinize and verify the Annual Statement of Accounts prepared by the Finance Directorate as per approved specimen and computerized in these Rules.

17.1.12 The Internal Audit Cell shall follow the following guidelines for it working for both manual & computerized.

#### 17.2.1 **CASH BOOK**

- i. Whether certificate about pages of the Cash Book is recorded on the first page & signed by the Assistant/Deputy Treasurer.
- ii. Whether totaling of cashbook on both sides has been checked.
- iii. Whether entry of cashbook bears initials of Assistant Treasurer
- iv. Whether payment side has been checked with the paid vouchers,
- v. Whether random check has been carried out of cash balance with the cashbook.
- vi. Whether any balance, lying in cash as undisbursed for more than 3 months have been refunded to the University fund.

#### 17.2.2 **FINANCIAL/CASH MATTERS**

- i. Whether expenditure control ledger is maintained.
- ii. Whether expenditure is incurred within the Budget Provision.
- iii. Whether monthly watch is kept on the expenditure.
- iv. Whether TA is paid according to Rules.
- v. Whether register of Advance maintained regarding House Building Advance (for the purchase of plot) Motorcycle Advance, Car Advance, G.P. fund etc. or for misc., purchase and recovery is watched.
- vi. Whether Income Tax is deducted from bill of suppliers.
- vii. Whether payment of Conveyance/taxi charges are paid within the prescribed scale.
- viii. Whether all bills of stores (stock and non-stock) bear stock entry and other certificates.



17.2.3 **FINANCIAL POWERS, PURCHASE ETC.**

- i. Whether purchases are made according to financial powers, budget provision both for consumable and non-consumable stores.
- ii. Whether honorarium if any, is granted within the scale.
- iii. Whether accommodation is rented according to scales.

17.2.4 **STOCK REGISTER**

- i. Whether separate stock register for consumable store and Dead Stock maintained and Physical verification of dead stock carried out.
- ii. Whether monthly telephone charges (official and residential telephones) are within the ceiling.
- iii. Whether expenditure over and above the ceiling if any is recovered.
- iv. Whether recovery of private telephone trunk call has been effected.

17.2.5 **STAFF CARS.**

- i. Whether the vehicles were purchased with the approval of competent authority and according to the laid down procedure.
- ii. Whether the staff Cars/Vehicles were used in accordance with the Rules.
- iii. Whether the Staff Cars' Log Books were maintained.
- iv. Whether the mileages average is checked.
- v. Whether the entries were signed and purpose of journey indicated.
- vi. Whether recovery of charge for private use was made and deposited in the University fund.

17.2.7 **ADMINISTRATION.**

- i. Whether appointments approved by the competent authority.
- ii. Whether appointments were according to sanctioned strength.
- iii. Whether any appointment was made beyond superannuation.
- iv. Whether service book-Services were verified annually through pay bills.
- v. Whether list of persons, to be retired in the coming next two years were prepared.