

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
MAULANA AZAD NATIONAL URDU UNIVERSITY
(A central university established by an Act of Parliament)
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MANUU/F&A/2017-18/ 193

Dated: 31-05-2017

CIRCULAR

Sub: Instructions on operation of Bank accounts and drawal of direct bills

I. Change in operation of University Bank Accounts:

Consequent upon the merger of Plan and Non-Plan grants by the Government of India w.e.f. 01-04-2017, the Finance and Accounts branch re-organised university bank accounts in order to align the transactions with the new object Heads of expenditure applicable from 01-04-2017 and, accordingly, opened 03 new bank accounts (with the university branch of Indian Overseas Bank). The details of newly opened bank accounts are as follows:

Sl. No	Name of Account	Bank Account Number
1	Salaries and Personal claims	187901000008330
2	Recurring Expenditure	187901000008331
3	Non-Recurring Expenditure	187901000008332

In view of this, following points are brought to the notice of all concerned:

- Remittances pertaining to settlement of advance(s) drawn prior to 31-3-2017 from erstwhile Non-Plan and XII Plan grants have to be remitted in the earlier bank accounts i.e. 187901000000001 or 187901000001101, as the case may be.
- Remittances pertaining to settlement of advance(s) drawn on or after 01-04-2017 shall be remitted as follows:

Sl. No	Name of Account	Bank Account Number
1	Salaries and Personal claims	187901000008330
2	Recurring Expenditure	187901000008331
3	Non-Recurring Expenditure	187901000008332

- Remittances in respect of Earnest Money Deposits and Security Deposits received from contractors which are repayable to them as per terms and conditions of the contract shall be remitted in the old account number 187901000000001 maintained in the university branch of IOB.

II. Instructions for drawal of direct bills:

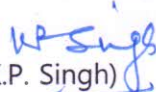
A) The following instructions shall be adhered to by all Departments/Schools/Centres/off-campus Centres while preparing direct bills for payment or settlement of advances by suitably incorporating the major / minor heads appearing on the direct bill.

Major head	Minor Heads	Bank Account in which advances to be settled
Recurring (Object Head - 31)	<ol style="list-style-type: none">1. Pension,2. Expenditure on outsourcing of manpower,3. Examinations,4. Repairs and Maintenance,5. Purchase of consumables such as stationery, gas and laboratory consumables,6. Wages payable to contract/daily wage employees / consultants,7. Non-NET Fellowship,8. Electricity and Water charges,9. Vehicle maintenance and insurance,10. Other Expenditure (All other sundry expenditure incurred on general maintenances and day to day activities).	187901000008331
Salaries and Personal claims (Object Head - 36)	<ol style="list-style-type: none">1. Salaries payable to Staff,2. Leave Encashment,3. Retirement benefits i.e., Gratuity, Commuted pension, Leave Encashment payable at the time of retirement,4. LTC, Children Education Allowance, medical reimbursement.5. TA/DA of Staff	187901000008330
Non-Recurring (Object Head - 35)	<ol style="list-style-type: none">1. Purchase / Creation of all assets. This will be broadly classified as<ol style="list-style-type: none">A) Buildings,B) Campus Development,C) Equipments,D) Furniture & Fixtures,E) Computers & Peripherals,F) Books	187901000008332

- i) These instructions will not apply to expenditure incurred under schemes/Centres such as CSSEIP, CCMES, CWS, MAK Chair, RCCM, HRDC and UGC NET Coaching scheme etc. Expenditure incurred under these Schemes/Centres shall be incurred as per the classification of expenditure mentioned in the approval / sanction order of the respective scheme(s).
- ii) There is no change in existing instructions pertains to transactions under DDE.
- B) In respect of expenditure being incurred under Sachar grants, the classification of expenditure will be as follows:

Major head	Minor Heads	Bank Account in which advances to be settled
Operational Cost	1. General Maintenances, 2. Examinations, 3. Repairs and Maintenance, 4. Purchase of consumables such as stationery, gas, laboratory consumables, 5. Wages payable to contract/daily wage employees / consultants, 6. Electricity and Water charges, 7. Vehicle maintenance and insurance and 8. All other sundry expenditure incurred for day to day activities.	18790100000024
Non-Recurring	Purchase / Creation of all assets will be classified as under: 1. Buildings, 2. Equipments, 3. Furniture & Fixtures, 4. Computers and Peripherals and 5. Books.	18790100000024

The above instructions shall come into force with immediate effect. All Departments / Section Heads should invariably mention the major head and minor head on Direct Bill before sending to the F&A. In case of advance(s), the recipient only should sign the Direct Bill as drawer of the bill.


(K.P. Singh)

To

- 1) All Deans, Heads of Departments/ Centres / Schools / Off Campus Institutions / Polytechnics / Model Schools
- 2) Joint Director, CIT – For uploading on university website
- 3) VC Peshi / PVC Peshi /Registrar Office
- 4) All Officers & Staff Members, Finance and Accounts Branch.