The University Grants Commission (Budget and Accounts) Rules, 1962

UNION OF INDIA India

The University Grants Commission (Budget and Accounts) Rules, 1962

Rule

THE-UNIVERSITY-GRANTS-COMMISSION-BUDGET-AND-ACCOUNTS-of 1962

- Published on 19 September 1962
- Commenced on 19 September 1962
- [This is the version of this document from 19 September 1962.]
- [Note: The original publication document is not available and this content could not be verified.]

The University Grants Commission (Budget and Accounts) Rules, 1962Published vide Notification in the Gazette of India, 1962, dated the 19th September, 1962.

1742.

G.S.R. 1298, dated the 19th September, 1962. - In exercise of the powers conferred by sub-section (1) and clauses (h) and (i) of sub-section (2) of Section 25 of the University Grants Commission Act, 1956 (3 of 1956), the Central Government hereby makes the following rules, namely:-

1. Short title and commencement.

(1)These rules may be called the University Grants Commission (Budget and Accounts) Rules, 1962.(2)They shall come into force on such date as the Central Government may, by notification in the Official Gazette, appoint.

2. Definitions.

- In these rules,-(a)"Commission" means the University Grants Commission established under Section 4 of the University Grants Commission Act, 1956:(b)"year" means the financial year beginning with the 1st day of April and ending with the 31st March following.

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3. Budget.

(1)The Commission shall, not later than the 15th October, in each year, prepare the budget for the following year showing the details of the estimated receipts and expenditure and also the anticipated opening and closing balances for that year.(2)The budget shall be prepared in the form set out in Appendix I and five copies thereof shall be forwarded to the Central Government not later than the 1st November preceding the year to which it relates.(3)A copy of the budget shall also be forwarded to the audit officer concerned.

4. Annual report.

- The annual report giving the true and full account of the activities of the Commission during the previous financial year shall be prepared and the copies thereof forwarded to the Central Government not later than the 1st October following the year to which it relates; the report may also contain such observations and suggestions, if any, relating to University education in India as the Commission may deem fit to make.

5. Accounts.

(1)The Commission shall also cause to be maintained the books of accounts and the registers specified in Appendix II in the respective forms set out therein.(2)The statement of accounts for each year shall be prepared by the Commission after the closing of the accounts for the year and shall be forwarded to the Comptroller and Auditor-General or any other person appointed by him in this behalf not later than the 1st October, following the year.APPENDIX 1BUDGET ESTIMATESUniversity Grants Commission

		BudgetEstimRtesisedEstBr				
Receiptsprevious year	Actualsfor the current year	for current	for nest	Expe		
		year	yearyear	year		
1	2	3	4	5		
Anticiapted opening balance.Balance.		 Section I-Non-Plan Projects 				
1. Grants-in-aid from Central Government	A. Administration charges					
2. Grants-in-aid from other sources	(i) Pay of Officers(ii) Pay of establishment(iii)Allowances and honoraria etc.(iv) Other charges-contingenciesetc.(v) Interest payable to the					
3. Interest on investments	B. Block Grant Central Universities.					
4. Unspent Balance from grants paid in previous	C. Block Grant to institutions deemed to be Universities					

year refundedby Universities 5. Miscellaneous receipts

D. Maintenance Grants to Constituent/affiliated College of Delhi University.

6. Interest received from the U.G.C. C.P.F.

E. Grants to Central

Total

RevenuesReceipts.....

Deposits and

Advances.....

Universites for Scehemes not covered under Block Grants

Recoveries of advances

TOTAL.....

TOTAL SECTION I-NON-PLAN PROJECTS.

2. Section II-Paln Projects

A. Grants to Central and State Universities for Humanities.

B. Grants to Central and State Universities for HigherScientific Education and Research

C. Grants to Central and State Universities for Engineering andTechnicalogy.

D. Grants to Central and State Universities for Misc-Schemes.

F. Misc-Expenditure incurred by U.G.C. For Seminers, Conferences etc.

G. Reserve for Schemes likely to be impleamented during theyear.

TOTAL SECTION II PLAN PROJECTS

TOTAL SECTIONS I & II

Less Amount refunded by the Universities during the year.Balance

3. Deposites & Advances, Advances repayable

TOTAL:

Anticipated Closing

Balance

APPENDIX IIA. Form of Annual Accounts.B. Other forms.(1)Cash book.(2)Subsidiary Account to the Cash Book.(3)Classified Abstract.(4)Receipt Book.(5)Register of Stock of Receipt Books.Register of Stock of Cheque Books.(6)Register of Stock of Furniture.(7)Register of Leave & Pension contributions.(8)Register of Advances.(9)Contingent Register.(10)Register of Grants paid to Universities.(11)Register of Securities.(12)Establishment Register.Register of Officers' Pay and Allowances.(13)Travelling Allowances Register.(14)Register showing the final settlement(15)Register showing particulars of transactions needing further detailed settlement.(16)Abstract of transactions needing further detailed settlement.ANNUAL ACCOUNT FOR UNIVERSITES GRANTS COMMISSION

RECEIPTS **PAYMENTS**

1. Section

Opening Balance

I-Non-PlanProject

1. Grants-in-aid received from Central Government

A. Administration Charges.(i)Pay of Officers(ii) Pay of Establishment(iii) Allowances and Honorariaetc.(iv) Other charges-contingenciesetc.(v) Interest payable to the subscribers.

2. Grants-in-aid from other sources.

B. Block Grants to Central Universities.

3. Interest on investments.

C. Block Grants to institution deemed to universities.

4. Unspect Balance from grants D. Maintenance Grants to paid in previous years

constituent/affiliated Colleges of Delhi

refundedby Universities.

Universities.

6. Interest received from

E. Grants to Central Universities for Schemes not coveredunder Block Grants.

U.G.C.C.P.F. TOTAL REVENUE

RECEIPTS.....

TOTAL SECTION-NOW-PLAN **PROJECTSSection II-Plan Projects**

Deposits and Advances.....

A. Grants to Central and State Universities

for Humanities.

Recoveries of Advances.....

B. Grants to Central and State Universities

for HigherScientific Education and

Research.

C. Grants to Central and State Universities for Engineeringand Technology.

D. Grants to Constituent and

Affiliated Colleges.

E.Grants to Central and State

Universities for

MiscellaneousSchemes.

F. Miscellaneous expenditure

incurred by U.G.C. For

Seminars, Conferences, etc.

TOTAL-SECTION II PLAN

PROJECTSTOTAL-SECTION I

& II

Less amount refunded by the Universities during the

year.Balance

III. Deposits & Advances

Advances repayable

TOTAL

Closing Balance

GRANTS TOTAL

FORM ICash Book for the year 196-196

RECEIPTS DISBURSEMENT

Cheque To AmountCase responsible Date Receipt pay in From whom Voucher Am whom Date pay in **Particulars** Book received slip No. Baı slip No. authority paid No.

Head of Account Rs.nP. Rs.nP Brought Rs.nP. Rs. forward NP

Brought forward

CASHBOOKOFFICE OF.....FORM 2

RECEIPTS

Date

No. of

where

receipt

Particulars Pay Allowances Contingencies Miscellaneous Total Classification

necessary

In Advance recoupment payment

of

permanent advance

Rs. Rs. nP Rs.nP Rs.nP Rs. nP

FORM 2-Contd..Month of.....

Sub-voucher **Particulars** Pay Allowances Contingencies Miscellaneous Total Classification Date Nos.

Out of money Out of drawn in permanent anticipation advance payment

Rs. nP Rs.nP Rs.nP Rs. nP

FORM 3UNIVERSITY GRANTS COMMISSIONClassified Abstract of Receipts/Disbursements for the year 196-196

Headof Sl.No. **April** May June Progressive July August September Progressive Account

Vr.No. Amount Vr.No. Amount Vr.No. Amount Total Vr.No. Amount Vr.No. Ar

Amount

Total Vr.No.

Rs. nP. Rs. nP. Rs. nP. Rs. nP. Rs. nP. Rs. nP.

Amount

October November December Progressive February Progressive March Progressive Remarks Vr.No.

Rs.

Rs. nP Rs. nP. Rs. nP. Rs. nP Rs. nP. Rs. nP. nP.

FORM 4Receipt Book

Vr.No. Amount

No. Counterfoil196 No.

Vr.No.

Received Letter No. Letter Received from with the from with No. in Dated 196 on the sum of sum of Rupees in Rupees in account of cashby on account payment of Rs. cashby cheque of cheque

in payment of SignatureDesignation. InitialDesignation. Rs.

FORM 5Register Of Stock Of Receipt Cheque Book

Source from No. of cheque Date of issue of To Date from Dated initials Date of which receipts books receipt/cheque whom which closing of the issued received received books brought into responsible Officer in togetherwith use particulars tokenof having

Indian Kanoon - http://indiankanoon.org/doc/7015837/

verified and

Amount Total Vr.No.

									examino counter	
1	:	2	3		4	5		6	7	
FORM 6	6Regis	ster Of S	Stock Of Furi	niture						
RECEII	PTS	15	SSUES							
							Amount	Date		Balance
Sl. No.	N	o.and st	articularsof tores & Va ırniture	llue Number ofquantity	Date ofOrde issue		r ifany ti ty ealised	ofcred in	Datedinitial of Accountant	softhe each item, after
	R	s. nP.								
FORM -			Contribution	s Towards Pensi	ion And	l Leave S	Salary Paid	l Durine	The Veer 10	
Treasur	_	ster Or C	Jonandarions	s Towards Felis	ion And	Leave S	alaly Faic	յ քաւուչ	g The Teal I	9
Heasul	CI		No.and date	2						
Sl.No.			of order fixing the rates of contribution	of Contribution Payable	Datetr which					
	Pensi	on	LeaveSalary	7	Vr.No	. April	Amount	Vr.No.	MayAmour	nt Vr.No Jur
	Rs. n	Р.	Rs. nP.		Rs. nF).		Rs. nP.	•	Rs. nP.
Vr.	Rs. n		Vr. Septer	nberAmount	r. Nov		s. nP.	⁷ r. Dec		s. nP. Vr. int Janu
No.	O		No.	N	10.		N	NO.		No.
Rs	. nP.		Rs. nP	•	Rs.	nP.		Rs.	nP.	Rs. n
FORM 8	_	ster Of A	Advances Per	rmanent/tempo REPAYMENT	rary					
Issuing authori		To who	om	Particulars of t advances	he		te initials c countant	of the	Balance Re	marks
			f payment advance	Amount paid	D	ate Mo	de		Amount	
		Rs. nP			R n				Rs. nP.	
FORM 9	9Regis	ster Of 0	Contingent C	harges Of The						
Date To	owhon	n paid A	Appropriation	n for each head	No.of	f Sub-vo	ucher Con	itingent	abstract	
FORM 9	9 cont	d.Depai	rtment Of Th	e						
			Unusual	Charges Totalo	f each	Tota	lof each D	ateof	Dateof	

	Contingent abstract	month's bill detailed	d admission with initials
Description Amount			
FORM 10Register Of Grants Paid	o Universities		
No. and sanctioned of g	rants payment au	tte of ceipt of Date of recei dited utilisationce counts	- Remarks
FORM 11Register Of Securities For	The Period From 10		Romarks(o g
Sl. Date of Purchase securing purch		ount Reali intere	Remarks(e.g reasons for delay in sation of realisation of interest for short fall)
Purchase Value Face V	Value Safe period of Receipts Am No. of Integral due	iod n to Amount ount received, erest	
Rs. nP nP.	Due Date whi	iod to ch the ount ited	
	ence to t item se		
Initials of Accountant/Accounts Officer			
FORM 12ESTABLISHMENT REGI	STER		
Sl. No. anddate Name No. of sanction of	- •	ay Ref. Mandallowand Specheque to trawn April A n ount Rs.	•

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bill

checked

the pay

nP.

and

entry

Book

in Cash

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indian Kanoon -	http://indiankanoon.	.0ra/aoc/7015837/

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etc,admissible

the pay

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from time to
time to be
attested by
an Officer
Pay.D.A.Salary.TOTALDedutions.G.P.F.C.P.F.House
Rent.Income
PART
tax
II-Certificates.
etc.TOTALDedutionNet
Payable
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Dateof payment	Numbero voucher	f SerialNur of bill	Nameof nber Drawing Officer	Dateof journey	Objectof journey	Amount of billRs.nP.	Admission Remarks
	Date	Initials					

NOTE:- The Registrar should be made a personal register of the whole State, a seprate page being opened for each Gazetted Governement servant who may draw travelling allowance. When bills are drawn from a treasury the name of the tresury should be entered in the colum "Number of voucher". FORM 14Register Showing Particulars Of Transactions Needing Further Details/settlement

Deta	ns/settien	iiciit						
Sl. No.	of Account	No. of Voucher of date of receiptunder objections	Name &	Advances recoverable Pay T.A.	Amount pending further settlement	Amount service payments forrecovery	Reasons for which settlement ispending	Subseq remind etc.
	For what	For other		Month In which	If			
	of	reasons		admitted/settled	disallowed			
	detailed				or			
	bills				recovered			
					the			
					account in			
					whichthe			
					item is			
					credited or			
					the			
					number of			
					the			
					voucher			

from

which itis recovered

					reco	vered				
Month	Amount of e n portion settled/adm	credit No o	or Amo	ount						
1 2	3	4	5,6		7	8		9		10
pending set RUPEESDe forwardI ce	to Grants separ etlement.[Total of educt-Amount a ertify that I have countantFORM No.of	of (i) and (ii djusted dur examined t) viz., Gran ingas he Register	ts to Office in separate and find i	e etc., etc e adjust t compl	c.]TOTAL ment Regist ete in all	er.Ba	lance C		ıs
	Vouchers,	Ohiection	bo 0k iginalp	eriod		Cashr	ecove	ries		
Monthof adjustment	date of t number recovery of credit etc.	item number	of Account	Amount		of serv	vice	Howad	ljusted	
	Advance recoverable	Items adjusted but awaiting clearance		(a) Recover cash.(b) I from bill. to.(d) Address or Bill.(e) on a stand formal readmitted application Admitted of compensation and the compensation of Certific for the compensation of the compensation of Certific for the compensation of the compens	Deducted (c)Refundated (c)Refundated (c) Admitted (c) Adm	nded int ed a etion				
For want or detailed bil accounts	For other									
Rs. nP.	Rs. nP	Rs. nP.	Rs. nP.							
FORM 16A	bstract Of Trans		C	•						
Monthof objection	Amounto April to April	t e di A djuste 19 May 19		July 19	Adjusted August 19	li A djustedin September 19	Adjı Octo	oner		li A djust Dec. 19
Balance										

19Balance

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Bal	lance	

19Balance

Balance

19Balance

April

19Balance

May

19Balance

June

19Balance

July

19Balance

August

19Balance

September

19Balance

October

19Balance

November

19Balance

December

19Balance

January

19Balance

February

19Balance

March

19Balance

Total

amount

Adjusted

Balance