



राष्ट्रीय प्रौद्योगिकी संस्थान कालीकट
NATIONAL INSTITUTE OF TECHNOLOGY CALICUT
वित्त अनुभाग / Finance Branch

Ref: NITC/F&A/2019-20/Audit

Dated 6th March, 2020

18th

CIRCULAR

FINALISATION OF ACCOUNTS – FY 2019-20

National Institute of Technology Calicut is maintaining the books of accounts on accrual basis and final accounts are to be prepared in accordance with the guidelines prescribed for higher educational institutions by Department of Higher Education, MHRD. Accordingly, the institute is in the process of finalizing the books of accounts for FY 2019-20.

Therefore, all staff (i.e. Faculty and Non-Faculty) & Department/Section heads are requested to submit the pending bills, advances/settlement and the following particulars to the Finance section by **20th March, 2020** to consider the same in the finalization of annual accounts for FY 2019-20.

S.No	Nature of transaction	Department/Section responsible for furnishing the information
Expenditure		
1	Arrears of Salary	Establishment and Finance & Accounts
2	Arrears of Pension (Commutated & Un-commuted) and Gratuity	Establishment
3	Contingent liabilities arising due to pending court cases	Administration and Establishment
4	Travel and medical advances pending settlements	Finance & Accounts
5	LTC advance pending settlements	Finance & Accounts
6	Advances for conducting any workshop or conference or any other programme pending settlement	All department/HOD/Faculty
7	Departmental advances pending settlement under DOC, if applicable	All department/HOD/Faculty
8	AMC pre-paid expenditure for the next financial year	Purchase department,CNC
9	Insurance pre-paid expenditure for the next financial year	Vehicle section
10	Outstanding payments for goods, purchase of assets and services rendered	Purchase department, Engg. Section, Library and CNC
11	Journal subscription pre-paid for the next financial year	Purchase department and Library
12	Outstanding payments for library purchases	Purchase department and Library
13	Outstanding payment for stipend, if any	Academics and Finance & Accounts
14	Prepaid advertisement for the next financial year	Purchase department, Establishment and Engg. Section
15	Outstanding payments relating to medical centre including equipment, salary, medicines and consumables	Purchase department, Medical Centre and Administration
16	Outstanding payment of taxes	Finance & Accounts



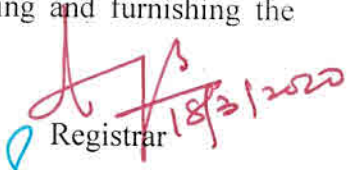

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17	Details of construction projects completed in the current year along with the value of each project	Engg Section, Administration and Establishment
18	Details of missing or lost articles/books and damaged articles in the labs/departments/sections along with the value of the articles/books	All departments/sections and Library
19	Details of assets sold/discarded/obsolete along with date of acquisition and value	All departments/sections
20	Details of major repairs done to the equipment or building, which enhances the efficiency or usability of that asset	Engg Section
Income		
1	Tuition fee receivable (Dues from students)	Academics and Finance & Accounts
2	Tuition fee excess paid (Refundable to students)	Academics and Finance & Accounts
3	Receivable from technical consultancy works (Billing done and pending collection)	R&C
4	Receivables from Land and Buildings, if any	Engg Section and Establishment
5	Details of dues from guest house, quarters and any other similar facility provided	Administration and Establishment

Due care should be drawn before submitting the above particulars, as furnishing the wrong particulars or non-furnishing of the relevant particulars may lead to severe impact on institute accounts.

Each department/section is requested to extend the full support in compiling and furnishing the above mentioned data within the timeline specified.


Registrar
18/3/2020


Copy to:

1. All Deans
2. All Deputy Registrars
3. OSD (S&P)
4. OSD (Audit)
5. AR (Estt)
6. AR (Admn)
7. Superintending Engineer (Engg. Section)
8. All departments/sections HOD's
9. O/o Director (For information please)
10. File
11. Webmaster