



UNIVERSITY OF JAFFNA SRI LANKA

**DELEGATION OF FINANCIAL AUTHORITY BY THE COUNCIL
OF THE UNIVERSITY OF JAFFNA, SRI LANKA
AND THE
FINANCIAL MANAGEMENT GUIDELINES**

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CHAPTER 1

General

1.1 Introduction

The University of Jaffna was established as the Sixth Campus of the University of Sri Lanka in July 1974 under the University of Ceylon Act No.1972. With the enactment of the Universities Act No.16 of 1978 it became an independent University with effect from 1st January 1979 by Gazette notification dated 22nd December 1978 under the Universities Act No.16 of 1978. The Universities Act provides overall Governance frame work applicable to all the Universities incorporated under this Act. In addition to the Universities Act, there are other Legislative Enactments passed by the Parliament from time to time and other circular instructions and guidelines issued by the Ministry of Higher Education, University Grants Commission and the Treasury form the regulatory frame work governing the University system in the country. It has therefore become necessary to consolidate the entire requirements in to a single guidelines in the form of a single hand book to facilitate easy reference for the smooth operations of the University.

As per Section 45 (2) (i) of Part (VII) of the Universities Act No.16 of 1978, the administration of fund is empowered to the Council of the Universities and therefore delegation of Financial Authority among its Officers, Teachers and Other Staff who involve in Administration cannot be avoided. This Guidelines consist of Delegation of Financial Authority to the Officers and other staff of the University by the Council of the University of Jaffna and Operational Guidelines on Financial Management.

1.2 Objectives

1. To delegate the Financial Authority to the Officers of the University, Teachers and, Other Staff of the University who involve in the Financial Administration.
2. To provide a regulatory frame work by consolidating the entire requirement in the form of a single hand book.
3. To revise the excising procedure by removing those that are obsolete and creating new or modified procedures to meet the current development and trends for an effective Financial Management System to facilitate for good Governance and Accountability in the University.
4. To provide a regulatory frame work for the Management and Control of the funds of University of Jaffna, Sri Lanka
5. To provide Guidelines, Procedures and Instructions for the guidance and strict compliance for the Officers, Teachers and other Employees whose duties and functions involve in incurring expenditure for Commissioning Supplies, Works and Services for and on behalf of the University of Jaffna.

6. To enable those who involve with financial matters in the University of Jaffna to understand their duties, responsibilities, and to perform their expected task in an efficient manner ensuring Transparency and Accountability.

1.3 Short title

The Delegation of Financial Authority and the Financial Management Guidelines of the University of Jaffna will hereinafter be referred to as Financial Management Guidelines (FMG)

1.4 Authority

1. The Council of the University of Jaffna of Sri Lanka acts under the powers vested on it by Section 45 (2) (i) of Part (VII) of the Universities Act No. 16 of 1978 delegates the Financial Authority and introduces this Financial Management Guidelines.
2. This Guideline is based on relevant Legislative Enactments (Statutes) , Financial Regulations and Circulars issued by the University Grants Commission, the Ministry of Finance and Planning, Department of National Budget, Treasury and the Ministry of Public Administration that have been adopted by the UGC from time to time.

1.5 Regulatory Frame work Governing the University System

Regulatory Frame work Governing the University System consist of the followings

- a. Constitution of the Democratic Socialist Republic of Sri Lanka – 1978 and subsequent amendments thereto
- b. Universities Act No. 16 of 1978 and subsequent amendments thereto
- c. Finance Act No. 38 of 1971
- d. ETF Act No. 46 of 1980 and ETF (Special provision) Act No.19 of 1993
- e. UPF Ordinance of the UGC
- f. Gratuity Act No. 12 of 1983 and subsequent amendments thereto
- g. Pension Ordinance of the UGC
- h. Circulars issued by the UGC, Ministry of Higher Education, Ministry of Finance and Planning, and Public Administration and adopted by the UGC.
- i. Financial Regulations and Establishment Code of the Government of Sri Lanka.
- j. Establishment Code of the University Grants Commission.
- k. Public Enterprises Guidelines for Good Governance.
- l. Procurement Guidelines 2006 Goods & Works and Procurement Manual and Consultancy services Manual and subsequent amendments issued by the National Procurement Agency and Presently implemented by the Department of Public Finance.

Any clarification/interpretation related to this Guidelines and matters which are not covered by this Guidelines should be referred to the Vice-Chancellor/ Registrar/ Bursar for clarifications.

The Council of the University of Jaffna reserves the rights to revise this Guideline or revoke the authority delegated to any persons by this Guidelines.

1.6 Preparation of Guidelines

This Guidelines was prepared considering the statutes referred to above that are applicable for the Financial Management in the University System.

1.7 Effective Date

This Guidelines shall come into operation in respect of all or any of its provisions on such date or dates approved by Council of the University of Jaffna and communicated by the Vice-Chancellor. This Guidelines will supersede the existing Financial Management Manual and the subsequent amendments thereto approved by the Council of the University of Jaffna.

CHAPTER 2

Council and its Sub Committees

2.1 Council of the University

The Council of the University shall be the Executive Body and Governing Authority of the University.

The Council shall consist of the following persons

- i. the Vice-Chancellor – Chairman
- ii. the Rector of each Campus, if any
- iii. the Dean of each Faculty
- iv. three members elected by the Senate from among its own members, and
- v. such of number of members as is equal to the total number of members under paragraph (i), (ii), (iii) and (iv) above, increased by one. All such members shall be appointed by the University Grants Commission.

2.2 Appointment of Council Sub Committees

Council as the Governing Authority and the executive body of the University may decide to appoint Sub Committees depending on the needs.

The following Sub Committees are appointed by the Council and function to advice on various matters especially on financial matters that come within the purview of each committee.

- I. Finance Committee (FC)
- II. Project Monitoring Committee (PMC)
- III. Audit Committee (AC)
- IV. Obligation of Bond and Agreement Committee

2.3 Finance Committee

It is appointed by the Council with proper Terms of Reference.

The Finance Committee shall consist of the following Officers.

- a) Vice Chancellor (Chairman)
- b) Rector
- c) Three Council Members nominated by the Council among the appointed members
- d) All Deans
- e) Registrar

At least five members including a Council Member should be present at a meeting. Bursar will function as the Secretary to the Committee.

Reference

Section 44 (1) of
Universities Act No .16 of
1978

2.4 Functions of the Finance Committee

- I. Study the Draft Estimate and recommend it to the Council
- II. Study the Institutional and the Sectoral Budget and recommend it to the Council
- III. Recommending Procurement Committee decision to the Council over and above the authority limit of the Vice-Chancellor.
- IV. Study and report to the Council on Financial Statements submitted by the Bursar monthly.
- V. Study and recommend the Financial Statements of the University to the Council
- VI. Recommend the new proposals and suggestions to improve the quality of Financial Management of the University
- VII. Recommend the losses/ write –off to the Council.
- VIII. Report to the Council regarding any changes in Financial Systems of the University.
- IX. Study the report of the Auditor General on the Financial Statements of the University and draft reply to the Auditor General and report to the Council on findings of the Auditor General.
- X. Study and recommend to the Council the Research and Publications Project recommended by the Research and Publications Committee for funding by the University.
- XI. Recommending expenditures that have not been itemized in the Budget.
- XII. Recommendation to open a Bank Account.
- XIII. Study and recommend the Budget for extension activities
- XIV. Recommendation of overtime over and above the limit of 20 hrs per month
- XV. Recommendation of payment over and above the ceiling fixed by the Council for its approval.
- XVI. Recommendation to the Council for the transfer of allocations in the approved Budget.
- XVII. Study and report to the Council on any other matters referred to it by the Council.

2.5 Project Monitoring Committee

The Project Monitoring Committee shall consist of the following members.

- I. Vice-Chancellor (Chairman)
- II. Rector
- III. Two Council members nominated by the Council from the appointed members
- IV. All Deans
- V. Registrar
- VI. Bursar.

The Deputy Registrar/ Senior Assistant Registrar/ Assistant Registrar (Capital works & Planning) will function as Secretary. At least five members including a Council member should be present at a meeting.

2.6 Functions of the Project Monitoring Committee

1. Study and recommend to the Council on Capital Estimate for construction and rehabilitation of buildings etc.
2. Study and recommend to the Council on new Building Projects.
3. Allocation of Rehabilitation of Buildings.
4. Monitoring the progress of the Building Projects
5. Study and recommend to the Council the purchase /acquisition of land and Buildings.

2.7 Audit Committee

According to Section 7.4.1 of the Public Enterprises Guidelines for Good Governance, an Audit Committee should be appointed by the Council of the University. The Committee shall consist of the following members. Either the Chairman or at least one member should possess Financial Management Skill.

1. Chairman – UGC appointed Council member
2. Two other members of the Council

Registrar /Bursar/Other Senior Management Staff could attend as observer. Representative of the Auditor General would be invited to the meeting as an observer.

In the absence of Chairman/Member possessing Financial Management Skill, a member nominated by the Institute of Chartered Accountant of Sri Lanka could be co-opted to this committee.

Deputy Internal Auditor/ Senior Assistant Internal Auditor/ Assistant Internal Auditor shall be the Secretary to the Committee.

2.8 Functions of the Audit Committee

- a. Determination of the responsibilities of the Internal Audit Unit and review of the annual audit plans.
- b. Review and evaluate internal control system for all activates of the entity.
- c. Review performance at regular intervals for cost effectiveness and to eliminate wasteful expenditure etc.
- d. Ensure the prompt reply and action on Government Audit queries
- e. Ensure the prompt action on Internal Audit queries
- f. Liase with external auditors and follow up on Auditor General's/ external auditors Management Letters.
- g. Ascertain whether statutes, regulations, rules and circulars are complied with.
- h. Review financial statements to ensure compliance with Accounting Standards
- i. Review Internal Auditor's report regularly and ensure prompt action on short comings pointed out
- j. Review of External Auditor's report and ensure corrective measures are taken where necessary and avoid repetition
- k. Review internal audit/external audit reports, Management Letters for remedial action.
- l. Review implementation of recommendations/directives of the Committee on Public Enterprises.
- m. Submit summary of findings and the committee recommendations together with the minutes of the meeting to the Council for rectification and implementation.

2.9 Obligation of Bond and Agreement Committee

The University Council shall appoint a Committee on violation of Bond and Agreement consisting of the following members

- 1) Chairman - UGC appointed Council member
- 2) Two members - One among the UGC appointed Council member.
One from the Senior Academic Staff preferably with the knowledge of accounting.
- 3) Registrar/Bursar/Internal Auditor and SAR-Establishment non Academic

The Secretary to this Committee shall be Deputy Registrar- Academic Establishment

2.10 Function of the Obligation of Bond and Agreement Committee

Study the matters relating to violation of Bond and make recommendation to the Council for appropriate actions through the Finance Committee.

CHAPTER 3

Financial Management

The Council has the responsibility for the effective and efficient utilization of the funds of the University whether internally generated or received by way of Government Grants from the consolidated fund and any other money received by the University to meet Recurrent and Capital expenditure.

3.1 Council responsibility for Financial Management

The Council is fully responsible for the Financial Management of the University which includes following matters

- 1) Funds management
- 2) Preparation and Implementation of Corporate plan and Action plan.
- 3) Preparation of Financial Estimates of the University and submit the same to the University Grants Commission.
- 4) Preparation and submission of Annual Report and Financial Statements of the University to the University Grants Commission and to the Auditor General.
- 5) Publication of Audited Accounts, Auditor General's Report and the observation of the Council on the Auditor General's Report.
- 6) Corrective actions on Auditor General's Reports and recommendations of the Committee on Public Enterprises (COPE).

Reference

Section 45 (2) (i) of Part (VII) of the Universities Act No. 16 of 1978

Section 102 of the Universities Act No. 16 of 1978

Section 106 of the Universities Act No. 16 of 1978

Section 109 of the Universities Act No. 16 of 1978

3.2 Funds Management - Corporate Plan and Action Plan

The University should have a Corporate Plan drawn up for a period of five years under the supervision of the Corporate Planning team appointed by the Council on the recommendation by the Vice-Chancellor consisting of following Staff

- 1) Rector
- 2) All Deans
- 3) Registrar
- 4) Librarian and
- 5) Bursar

This should be reviewed annually at the time when the action plan and the Annual Budget drawn up.

The Corporate plan should always be current rather than static one and should be rolled over. It should be approved by the Council and a copy should be submitted to the Ministry of Higher Education, UGC, Treasury and to the Auditor General.

Corporate plan should be used as a basis for Action plan and the Budget.

3.3 Handling of Funds by Non Financial Officers

Handling of funds by Non Financial Officers should not be permitted. The Vice-Chancellor should ensure that all funds are handled by the Office of the Bursar.

UGC Finance Circular
No. 08/2006 of
16.08.2006

3.4 Annual Budget

Annual Budget is a policy document which constitutes the Action plan of the University quantify in money terms to achieve the objectives and target set for the ensuing year. It includes Financial projection in the form of Statements of Financial Performance changes in equity/net assets and Cash flow for budgeted Recurrent and Capital expenditure.

The Expenditure of the Government is broadly classified into Recurrent and Capital and financial provisions are made available accordingly. For the purpose of the Budgetary provisions, classification of expenditures consist of four levels:

- i. Head
- ii. Programme
- iii. Project
- iv. Object

Head

The Head is the Administrative code assigned to Ministries and Departments. In the University System no Head number is assigned to the Universities. All the Universities are coming under the Head number of the University Grants Commission. Therefore the appropriation account is prepared by the University Grants Commission and not by the Universities.

Programme

Programme is a functional units of appropriation of each Heads. Programme-1 is a standard functional unit for General Administration in all Government Sectors. Other programmes are functional and will show the functions of that Institution.

Project

Project is a Sub division of Programme representing an activity.

Object

Object is an economic component of a project. Currently there are six categories of economics components for Recurrent Expenditure. These numbers are four digit numbers. First digit denotes whether it is recurrent or capital, the second digit is the economic class and the last two digits denote the objects class. These are standard numbers for all the Government Universities in Sri Lanka.

- | | |
|------------|-------------------------------|
| Object – 1 | : Personnel Emolument |
| Object – 2 | : Travelling |
| Object – 3 | : Supplies |
| Object – 4 | : Maintenance |
| Object – 5 | : Contractual Services |
| Object – 6 | : Other Recurrent Expenditure |

3.5 Budget Committee

There shall be a Budget Committee headed by the Vice – Chancellor and consisting of the following Officers to have greater involvement of Stake holders in the formulation of the Budget.

- i. Rector
- ii. Deans
- iii. Registrar
- iv. Librarian
- v. Bursar and
- vi. Other Stakeholders

The Bursar shall be the Secretary to the Budget Committee.

3.6 The Functions of the Budget Committee

- 1) Reviewing the Budget estimate prepared by the Bursar in consultation with the respective officers and their departments and suggest/make necessary corrections if any.
- 2) Make recommendation of the finalized Budget Estimate to the Finance Committee/Council of the University of Jaffna.
- 3) Allocations for recurrent and capital expenditure among the Campus, Faculties, Departments and Units.
- 4) Reviewing the progress of utilization of allocation quarterly and recommending reallocation if necessary.

3.7 Preparation of Budget Estimate

The Bursar without waiting for the Budget call from the UGC Department of National Budget (DNB) shall commence the preparation of the Triennial Budget Estimate based on the information furnished by the Stakeholders and place it before the Governing Authority (Council) with the recommendation of the Budget Committee/Finance Committee before end of the month of June/July of the current Financial year for its approval and forward the same to the UGC with a copy to the Department of National Budget (DNB).

Section 101 (d) of Part
(XIII) of Universities
Act No. 16 of 1978

3.8 Inclusion of new Capital (Construction) Projects in the Budget Estimate

Budget Estimate for new Capital (Construction) Projects shall be included after obtaining the approval of the Department of National Planning and the Cabinet.

3.9 Allocation for Books and Periodicals

Funds for Books and Periodicals should be allocated among the Faculties by the Library Committee consisting of the following Officers at the beginning of the financial year.

- 1) Vice-Chancellor
- 2) Rector
- 3) Registrar
- 4) Deans
- 5) Librarian
- 6) Bursar (on invitation)
- 7) Any other Stakeholders (on invitation)

The Assistant Registrar - Library shall be the Secretary to the Library Committee.

3.10 Allocation for Acquisition of Laboratory and Teaching Equipments and, Office Equipments

Allocation provided by the UGC for the purchase of Lab and Teaching Equipments, Office Equipments and Furniture should be disbursed among the Faculties/ Library/ Administration inclusive of Hostels by the Budget Committee at the beginning of the financial year **based on their needs.**

3.11 Allocation for Refurbishment of Buildings, Equipments, Vehicles and Other Capital Assets

Allocations shall be made by the Budget Committee based on the needs.

3.12 Allocation of Fund to the Student Assembly

The Council of the University may from time to time allocate fund to the Student assembly or to any Union, Society or Other Association recognized / established lawfully within the approved Grant.

Section 116 of Part
(XIV) of Universities
Act No - 16 of 1978

3.13 Preparation of Final Budget

Once the grant is notified to the University by the UGC, the Bursar shall prepare the Final Budget and place it before the Finance Committee (FC) and the Council with the recommendation of the Budget Committee. All the details of disbursement of funds should be incorporated into the Final Budget placed before the F.C and the Council for its information and approval well before the commencement of the financial year.

3.14 Budgetary Control

Budget should be used as an instrument of Management control by exercising continues monitoring following the procedures laid down in FR. 66 and the Section 104 of the Universities Act No.16 of 1978, with regard to transfer of allocations made in the Budget as follows.

F.R.66

Section 104 of
Universities Act No. 16
of 1978

- a) Allocation made available for Capital Expenditure should not be transferred to Recurrent Expenditure
- b) Allocation made available for Recurrent Expenditure could be transferred to Capital Expenditure with the approval of Department of National Budget on the recommendation of the Finance Committee, Council and the University Grants Commission
- c) Allocation for Recurrent Expenditure within the expenditure items could be transferred with the approval of the Bursar
- d) Allocation for Capital Expenditure within the expenditure items may be transferred with the approval of the Vice-Chancellor
- e) Allocation for Recurrent Expenditure within the Objects code should be transferred with the approval of the Registrar
- f) Allocation for Recurrent Expenditure within the Projects and Programmes should be approved by the Vice-Chancellor on the recommendation of Finance Committee
- g) Allocation of Capital Expenditure within the Objects should be approved by the Department of National Budget on the recommendation of the Finance Committee, Council and the University Grants Commission

3.15 Additional Allocation

No expenditure should be incurred without financial provision in the approved Budget. The Bursar should initiate action to get additional allocation, when it becomes necessary, from the University Grants Commission on the recommendation of the Finance Committee and the approval of the Council.

Para 7 of the UGC
Finance Circular
No.10/ 2014 dated
08.12.2014

3.16 Expenditure not included in the Budget

Approval of the Council should be obtained to incur expenditure not itemized and provided in the approved Budget.

CHAPTER 4

Delegation of Financial Authority

4.1 Organization Structure of the University

The Organization Structure of the University of Jaffna is shown in the chart under 4.1 (a)

4.2 Officers of the University

The Officers of the University shall be the following

- i. Vice-Chancellor
- ii. Deputy Vice-Chancellor (if any)
- iii. Rector of Campus (if any)
- iv. Dean of each Faculty
- v. Registrar
- vi. Librarian
- vii. Bursar
- viii. Holder of any other Posts declared by Ordinance to be an Officer

Reference

Section 33 of Part (VI) of Universities Act No. 16 of 1978

Chief Accounting Officer

The Secretary to the Line Ministry is the Chief Accounting Officer of the University

Section 124(2) of Chap. (III) of F.R

Accounting Officer

The Vice-Chancellor is the Accounting Officer of the University

Section 34(5) of Part (VI) of Universities Act No. 16 of 1978

Assistant Accounting Officer

The Registrar is the Assistant Accounting Officer of the University

Section 37(4) of Part (VI) of Universities Act No. 16 of 1978

Custodian of Records and Properties of the University

Registrar is the Custodian of Records and Properties of the University

Section 37(2) of Part (VI) of Universities Act No. 16 of 1978

Custodian of fund

The Bursar is the custodian of fund of the University

Section 38(2) of Part (VI) of Universities Act No. 16 of 1978

Administration of Finances of the University

It is the duty of the Bursar to Administer the Finances of the University subject to the provisions in the Universities Act and Other applicable Rules and Regulations

Section 38(2) of Part (VI) of Universities Act No.16 of 1978

4.3 Delegation of Financial Authority

The Council of the University of Jaffna in terms of Sub Section 02 (i) of Section 45 of Part (VII) of the Universities Act No. 16 of 1978 delegates the Financial Authority to the Vice – Chancellor (Line I Officer) subject to the limit set against his designation.

The Vice-Chancellor (Accounting Officer) in turn delegates his authority to the Line II Officers up to the limit indicated against their designation but hold himself responsible to the Council in terms of FR. 135

FR. 135

The Line III Officers are delegated with Financial Authority by the Officers in Line II and hold themselves responsible to the Vice – Chancellor (Line I Officer) in terms of FR. 135 (3)

FR. 135 (3)

An Officer to whom functions have been delegated will have full discretion to perform the duties delegated to him and will be held accountable for his acts and, act of delegation will not relieve the Accounting Officer (Vice – Chancellor) of his ultimate responsibility. The Final responsibility of ensuring that a proper system and adequate authority exist for all disbursement of University fund rests with the Accounting Officer i.e. Vice-Chancellor. The Financial Limit laid down in the delegation will not allow the Officer concerned to authorize or approve the expenditure haphazardly. The limits of Financial Authority shall be subject to the operation of normal procedure. No expenditure or commitment shall be authorized by any officer outside the limits of such delegated authority who had been delegated Financial Authority and ensure that Financial Provision exists in the approved Budget.

Further, expenditure or commitment shall not be incurred anticipating that financial provision will be made available before actual payment falls due.

4.4 Financial Authority

The Council is empowered with Financial Authority as per the Universities Act No.16 of 1978. Authority means legislative power to do things. All financial functions should be supported by adequate authority and it should be in writing.

4.5 Financial Functions

There are four functions involve in Commissioning Supplies, Works and Services inclusive of Consultancies. To carryout functions Authority is a basic requirement. Therefore the Financial Authority is delegated by the Council to the Vice-Chancellor (Accounting Officer) and the Vice – Chancellor delegates his Financial Authority to other Officers to carryout functions.

The following are the four financial functions in Commissioning Supplies, Works and Services.

1. Authorization
2. Approval
3. Certification
4. Payment

Out of the above four functions, the first two functions could be delegated but other two functions should be carried out only by the Financial Officers and cannot be delegated to Non Financial Officers.

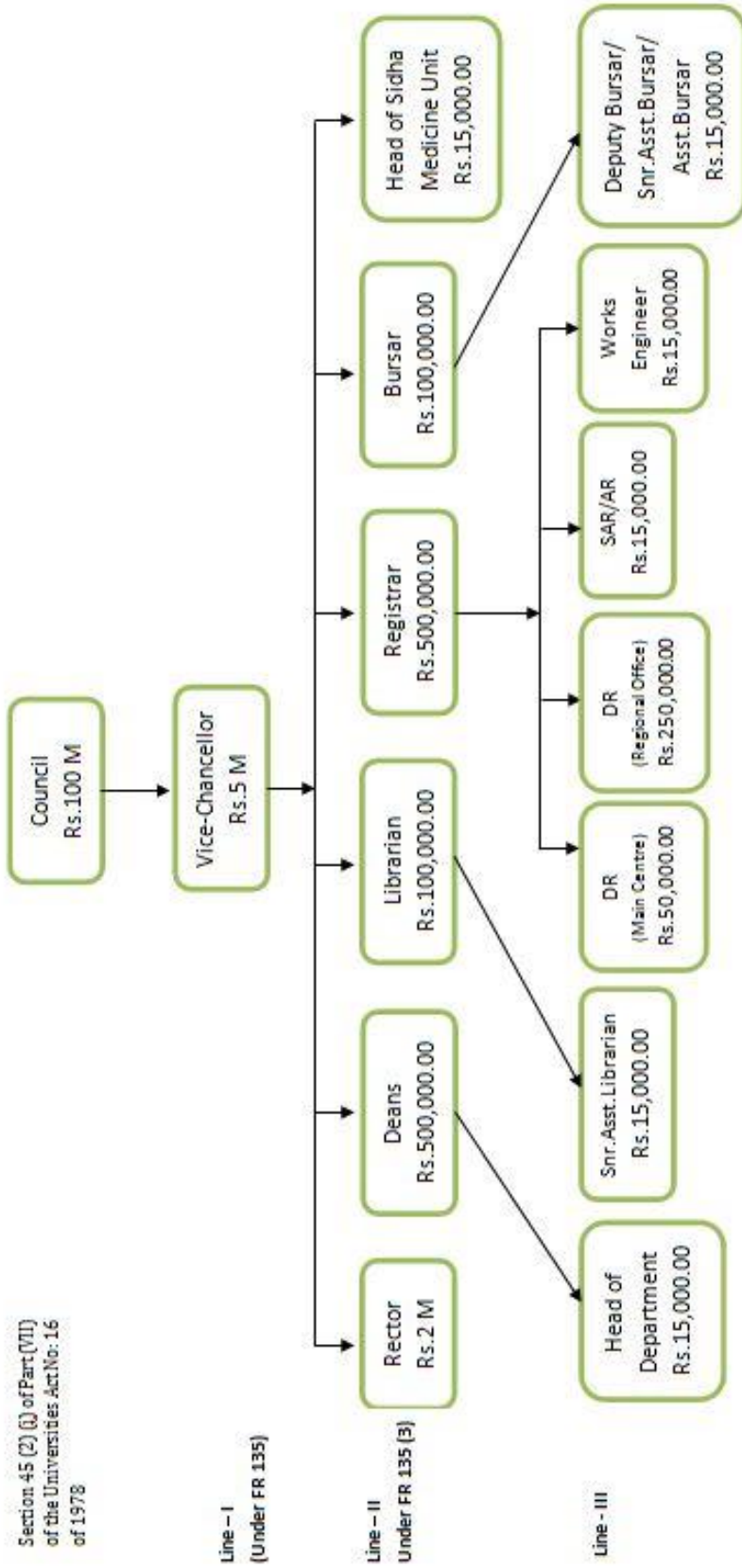
4.6 Authorization

Officer who is empowered to commission supplies, works, services shall be the Authorizing Officer. FR.136

4.7 Authorizing Officers and their limits

Delegation of Financial Authority to Authorizing Officers and their limits are shown in the chart under 4.8

4.8 Delegation of Financial Authority Authorizing Officers and their Limits



The Officer in Line I who had been delegated authority by the Council and the Officers in Line II who have been delegated authority by the Officer in Line I (Vice – Chancellor) and the Officers in Line III who had been delegated Authorities by Line II Officers shall be the Authorized Officers to commission supplies, works or services up to the limit indicated against them subject to following the normal procedures. The decision to make such an authorization should be made with due care and he shall assume the full financial responsibility with regard to it.

Any expenditure not covered by the UGC Circular instruction and outside the budgetary provision need the recommendation of the Finance Committee and the approval of the Council.

4.9 Authorizing Expenditure on Rehabilitation of Buildings

Prior approval of the Project Monitoring Committee (PMC) should be obtained to commence any Capital Project coming under the Capital Grant for Rehabilitation of Buildings exceeding the cost Rs. 1 Million. The Vice – Chancellor/ Registrar could authorize rehabilitation works up to the limit of Rs. 1 Million without the prior approval of the PMC. No rehabilitation allocation should be utilized for Construction of new Buildings.

UGC Circular No.811
of 24.10.2002

4.10 Authorization of Personal Emoluments to Employees.

The Authorizing Officer in these cases is the officer who issues the letter of appointment or make such appointments. The Authorizing Officer should satisfy that

FR. 201 (1)

- a) the position exists in the approved cadre
- b) there is adequate financial provision
- c) the salary scale and the step in the scale on which the appointment is made are correct

4.11 Responsibilities of Authorizing Officer

The Authorizing Officer will be responsible for the following.

FR. 136

01. that the work, supply or services is covered by appropriate authority and falls within the scope of the allocation or budgetary provision and /or to properly chargeable to the accounts involved
02. that he exercises due judgment; that he does not exceed the specified limit of the authority and that every step in the procedure set down in this Guideline and in relevant circulars has been duly taken
03. that there is financial provision in the approved estimate and will not exceed the allocation and funds are available

04. that the work, supplies or services being authorized is really necessary for the function of the institution
05. that his records are compared and reconciled at least once a month with those of the certifying officer, so that he may know the precise amount available for further commitments
06. that in any case involving reasonable doubts as to the economy or financial propriety of transactions, generally he seeks the advice of the Bursar

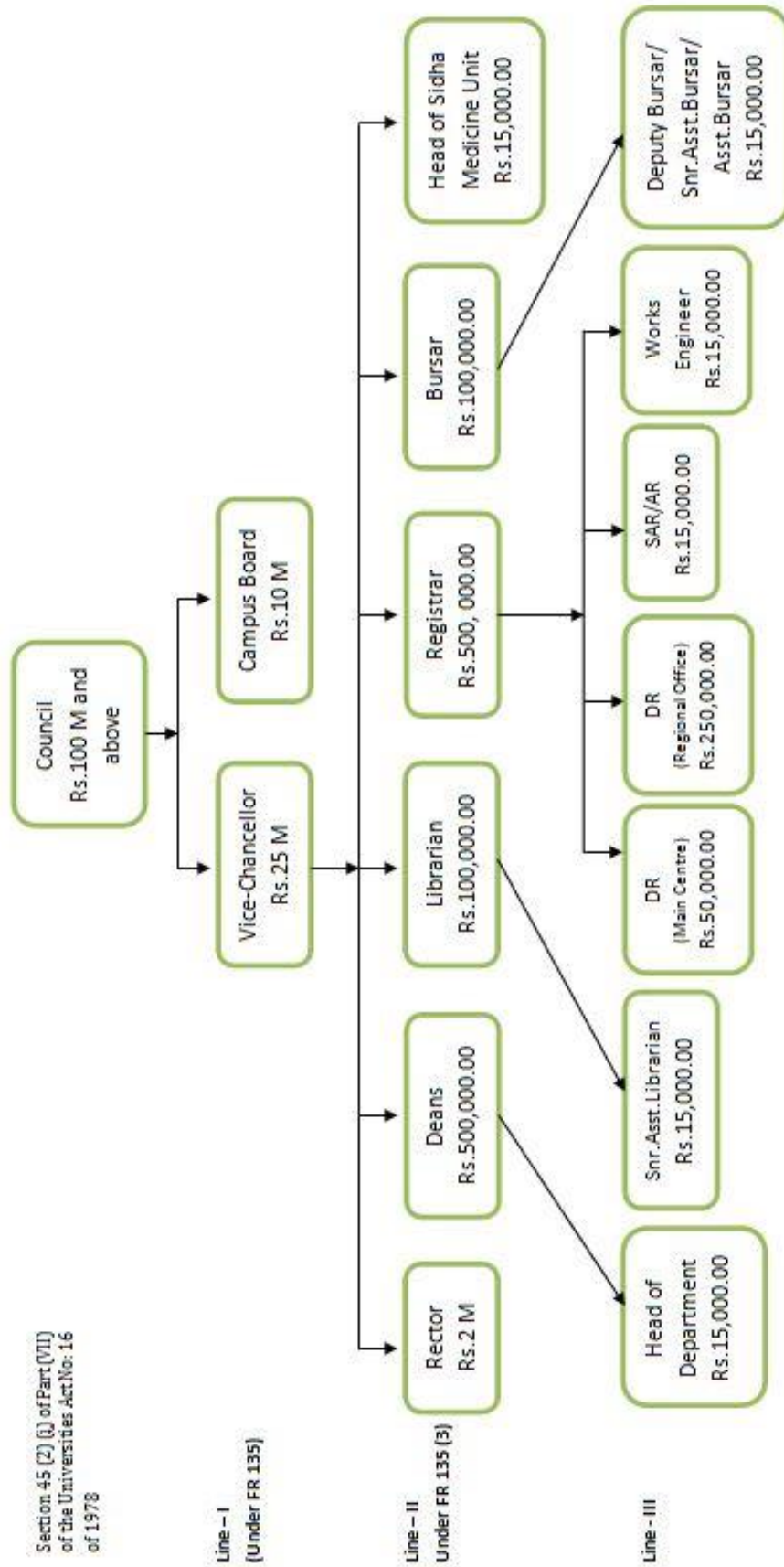
4.12 Approval

On completion of services, works or supplies and admit claims is referred to as approval.

4.13 Approving Officers and their limits

An Officer who is empowered to approve services, works or supplies on completion and to admit claims is referred to as Approving Officer. Delegation of Financial Authority to Approving Officers and their limits are shown in the chart under 4.14

4.14 Delegation of Financial Authority Approving Officers and their Limits



4.15 Responsibilities of Approving Officer

Before approving, the Officer should ensure that the following requirements have been complied with.

FR. 137

01 that the purchase of goods, works or services has been duly authorized by the appropriate Authorizing Officer and / or arising out of an agreement

0 that the supplies rendered or the work or services have been performed in terms of such authorization and / or relevant agreement

01. that the rates and total sum approved for payment are in accordance with authorized scales or in terms of agreement/ contract and where there is no authorization or standard rates or agreement that the rates are fair and reasonable
02. that in case of supplies, they have been executed, examined for quality and correctly taken in-charge or otherwise accounted in terms of regulations and instructions issued thereon
03. that the contractor or supplier has rendered bills and claims as required and they tally with orders for supply work/ services in all aspect
04. that in case of bills for payment of electricity, gas, water, telephone and other similar services provided they are checked with registers kept to show the monthly meter reading and other relevant particulars. If the amount billed in a particular month deviates widely from the average normal monthly consumption pattern such cases should be investigated and remedial action, where necessary, to be taken

4.16 Preparation of Voucher

All payments should be supported by vouchers, prepared accurately and completely, in the prescribed form. The voucher may be prepared by the Approving Officer and forwarded to the Certifying Officer for certification or it may be prepared by the Certifying Officer. The appropriate authority should be quoted on all payment vouchers which falls within the scope of such authority.

FR. 225 (1) and 225 (3)

4.17 Certification of Voucher

All vouchers must be certified by the Certifying Officer. An officer who is empowered to certify vouchers is referred as Certifying Officer. Bursar/ Deputy Bursar/ Senior Assistant Bursar / Assistant Bursar is empowered to certify the vouchers for payments.

FR. 138

4.18 Responsibilities of Certifying Officer

The Certifying Officer will be responsible in the following aspect and he should ensure

01. that the expenditure is authorized by the appropriate authority in Line I, Line II and Line III
02. that the expenditure is approved by the appropriate authority
03. that the financial provision is available in the approved budget to accommodate the expenditure and the payment will not cause an excess in the amount provided in the budget
04. that it has been charged to the correct vote and posted in the Appropriation (Vote) Ledger
05. that the payees shown on the face of the voucher are the persons entitled for payment and that the amount provided for payment is correct
06. that he attests on the face of the voucher that he has satisfied himself either from personal knowledge or from certificates, statements or orders of officers empowered to give them and the provisions in the code have been complied with
07. that an indication of the fact that he has certified the voucher for payment involved is made on the records, files or other relevant documents in order to prevent another voucher for the same payment being certified subsequently
08. that necessary documents are attached to the voucher
09. that all relevant deductions that were notified to him or authorized or required to be recovered have been made
10. that the voucher is accurate and complete in every aspect

4.19 Passing of Voucher for Payments

Bursar is empowered to pass the certified voucher for payment for any amount. In the absence of the Bursar, Deputy Bursar/ Senior Assistant Bursar, the Registrar or the Vice-Chancellor is empowered to pass the voucher for payments. When the voucher is certified by the Bursar it should be passed for payment either by the Registrar or by the Vice-Chancellor.

FR. 140

4.20 Responsibilities of the Officer for passing of vouchers for payments

The officer who is empowered to pass vouchers for payments should ensure

01. that every voucher has been certified by the officer who has the authority to do so
02. that the voucher shows no evidence of having been tampered with since it left the Certifying Officer's hands
03. that any facts within his special knowledge are duly taken into account before the voucher is passed for payment

4.21 Payment on Vouchers passed for payments

An Officer who is empowered to make payment on vouchers passed for payments shall be the Paying Officer. The first signatory to the cheque shall be deemed to be the Paying Officer. Any payment made on uncertified voucher/ vouchers not passed for payment will amount to an unauthorized payment and will be surcharged against the Officer responsible.

FR. 139 & 257

4.22 Responsibility of Paying Officer

Paying Officer should check and satisfy that the following requirements have been complied with before making the payments.

1. the voucher has been passed for payments by the Officer empowered to do so
2. the vouchers show no evidence of having been tampered with since it left the Certifying Officer's/ Officer Passing for payments hands
3. identity of the payee is established. Payment should be made only to the person on the voucher or to his legal representative
4. proper receipt (stamped where necessary) is obtained for every payment made
5. net amount shown on the voucher is duly paid and endorsement to that effect is made on the voucher and their supporting documents by means of a "PAID" stamp and initialed and dated
6. every payment is promptly noted in the prescribed records and duly brought to the accounts
7. that in case of a payment by cheque, money order etc. the name and other particulars appearing in the cheque or on the money order agree with those shown on the face of the voucher
8. where cash is entrusted to his care, he should take due precaution against theft or loss and the balance appearing in cash book at the close day's business
9. in the case of cheque payment
 - a. the bank balance is adequate to meet all payments
 - b. the number of the cheque is noted on the voucher.
 - c. the balance is reconciled periodically with the Bank Statements.
10. any facts within his special knowledge are duly taken into accounts before payment is made.

4.23 Signing Cheques

All cheques should be signed by two Officers who have been duly authorized by the Council. FR. 386 (5)

The first signatory should be a Financial Officer and the second signatory should be either an Administrative Officer or an Academic Officer who is involved in administration. The first signatory shall sign on the left of the space or on the first line provided for signing cheques. The second signatory shall sign either below or to the right of first signatory. The counterfoil and cash book shall be initialed in the same way. The principle responsibility for the accuracy of the cheque shall be that of the Paying Officer. i.e first signatory. FR. 141 (2)

4.24 First Signatory

The Bursar up to any amount and Deputy Bursar/ Senior Assistant Bursar up to Rs. 1 M and Assistant Bursar up to Rs. 500,000.00 shall be the first signatory.

4.25 Second Signatory

The second signatory shall be

- a. The Vice Chancellor
- b. The Registrar
- c. Dean and
- d. Deputy Registrar, Senior Assistant Registrar up to the limit specified in 3.18 below

4.26 Limits

1. Vice Chancellor : Any amount
2. Registrar / Dean : up to Rs. 1 M
3. Deputy Registrar / Senior Assistant Registrar : up to Rs. 500,000.00

4.27 Exception from Limitation

The limitation stated under approving officers and officers signing cheques do not apply to the following payments.

- a. Personal Emoluments
- b. Contribution to UPF, Pension and ETF
- c. Transfer of funds between the University bank accounts
- d. Bursary and Mahapola payments

4.28 Responsibility of the first signatory

The principal responsibility for the accuracy of the cheque shall be with the first signatory.

The first signatory shall be deemed to be the Paying Officer and hence he is responsible for all functions enumerated under paying officer under 4.22 above.

4.29 Responsibility of the second signatory

The second signatory before signing he is requested to satisfy himself that the following requirements had been complied with.

FR. 141 (3)

1. the first signatory has the authority to sign
2. the cheque shows no evidence of having been tampered with since it left the first signatory's hand
3. the name, amount and the particulars appearing on the cheque agree with those shown on the voucher
4. the voucher has been certified and passed for payment by an officer authorized to do so
5. the net amount shown in the face of the voucher is duly paid and noted on the voucher by means of a "PAID" stamp and initialed
6. he also must initial on the voucher to indicate that payment has been made

4.30 Lapsed Payments

Claims arising within a financial year should be settled within the same year. Where it is not possible to pay claims before end of December of the financial year, could be settled from the forthcoming financial year provision subject to the following conditions

FR. 115

- a) there should be no deliberate, negligent or omission of an Officer for not making the payment within the same financial year
- b) payment should be made before end of March of the following financial year
- c) justification/ explanation should be given by the Officer concerned for not making the payment in the same financial year
- d) the Accounting Officer (Vice Chancellor) should decide whether the payment due should be surcharged in full or part against the Officer responsible for not making the payment in the same financial year
- e) approval of the Council on the recommendation of the Finance Committee should be obtained

4.31 Payment of Claims of other previous financial years

FR. 115 (4)

Approval of the Chief Accounting Officer should be obtained to make payments for the claims prior to the preceding financial years whatever be the reasons for the delay in payment.

4.32 Exception for making lapsed payment

FR. 115 (5)

The above conditions are not applicable for the payment of personal emoluments which are not paid in the previous financial years.

4.33 Cashing of Private Cheque

Cashing of private cheques from the University money is strictly prohibited.

4.34 Custody of Cheque Books and Receipts

FR. 384

Cheque Books and the Receipt Books to be placed in safe custody by the Bursar

4.35 Register of Counterfoil Books

FR. 341

The Bursar or an Officer authorized by the Bursar should maintain a register to record the receipts and disposals of counterfoils books.

4.36 Books and Registers to be maintained

FR. 445

The following Books and Registers should be maintained by the Finance Division to ensure the accountability and transparency. In addition to those the Division can maintain any Books and Registers depending on the needs.

1. Daily Memorandum of Receipts
2. Daily Memorandum of Payments
3. Shroff Imprest Register
4. Shroff Daily Cash Balance Register
5. Imprest Ledger
6. Register of Cheque, Money Order etc.
7. Register of Counterfoil Books
8. Departmental Appropriations (Vote) Ledger
9. Salary Advance Register
10. Unpaid Salary Register
11. Personal Emoluments Register/ Individual Pay Record
12. Stores Advance Accounts Register
13. Stores Ledger
14. Indent Register : Local and Foreign
15. Procurement Committee Minutes Register

16. Quotation Committee Minutes Register
17. Purchase Requisition Processing Register
18. Supplies Advance Register
19. Cash Book
20. Main Ledger
21. Journal Register
22. Audit Queries Register
23. Inventory Register
24. Carder Control Register
25. Fixed Assets Register
26. Register of Losses
27. Letters Inward Register
28. Letters Outward Register
29. Contract Award Register
30. Cheque Disposal Register
31. Un presented Cheque Register
32. Un realized deposits Register
33. Subsidiary Control Register for all payments

4.37 Bank Reconciliation

The Bank Accounts should be reconciled and the Reconciliation statement should be prepared as at the end of each month before the 15th of the following month by an Officer who has no connection with maintenance of Cash Book. The statement should be countersigned by the Bursar.

FR. 395 (c), (h)

Direct Debits and Credits should be identified and action should be taken to account the same without delay. Immediate action should be taken with regard to unrealized deposits.

4.38 Bank Overdraft

The Paying Officer should always ensure that the Bank Balance is adequate to meet payment by cheque. Official bank account should not be overdrawn.

FR. 387

CHAPTER 5

Imprest

The term imprest is used in this Guidelines to indicate the sum of money released by the Treasury to make authorized payment during the Financial Year.

FR. 365

5.1 Obtaining monthly imprest

It is the duty of the Bursar to obtain imprest from the Department of Treasury Operation (Treasury) monthly to cover the cash requirement.

5.2 Sub Imprest

The following Sub Imprest may be granted to Deans and Heads of Departments by the Bursar

5.3 Petty Cash Imprest

To meet petty expenses sub imprest not exceeding Rs.25,000.00 may be granted to Deans and to the Head of Departments/ Sections on a reimbursable basis. The amount of petty cash imprest will be decided by the Vice-Chancellor depending on the need of the user department from time to time on the recommendation of the Bursar. The limit of single expenditure out of petty cash should not exceed Rs.5,000.00. The following expenses should not be incurred from the petty cash.

FR 371,
Public Finance Circular
No. 03/2015 of
14.07.2015 and
UGC Finance Circular
letter No. 05/2015 of
09.09.2015

- a. Items that are available in the Main Store of the Finance Branch
- b. Expenses in connection with refreshment and entertainment
- c. Postage and Communication
- d. Payment of Travelling claim

Reimbursement of Petty Cash should be made regularly (at least once a month) to enable the Bursar to account the expenditure.

Payment from Petty Cash should be supported with Petty Cash Voucher and Petty Cash Book also should be maintained.

5.4 Postal Imprest

Postal imprest may be granted as follows on reimbursable basis.

1. Up to Rs. 5,000.00 to each Dean and Librarian
2. Up to Rs.50,000.00 to Senior Assistant Registrar (Administration)

This imprest should be used only for postage.

5.5 Imprest to the Shroff

In order to make payment in cash an imprest not exceeding Rs.100,000.00 may be granted to Shroff on re-imbursable basis, if necessary.

5.6 Settlement of Imprest

All sub imprest inclusive of Petty Cash with Deans/ Head of Departments and Shroff should be closed before the closure of financial transactions on the day before the last working day of the Financial Year and the balance, if any, should be deposited and the accounts along with connected documents should be forwarded to the Bursar. The imprest may be renewed on 01st January or any other subsequent date thereafter.

FR. 371 (5)

5.7 Releasing Advances

On policy no cash advance will be released to any Employee without the approval of the Vice-Chancellor and Payment should be made directly to the Suppliers/ Service providers after execution of Orders / Agreement.

5.8 Supplies Advance

No Supplies advance should be considered unless it is stated in the agreement. When the supplies advance is paid to a Supplier, Bank Guarantee should be obtained. The Officer who is approving/ obtaining supplies advance is fully responsible for the settlement.

5.9 Sundry Advance

In exceptional circumstances on the approval of the Vice-Chancellor an advance for miscellaneous purposes based on actual need could be given to a Staff Officer / Head of a Department not exceeding the limit of Rs 100,000.00

FR. 371 (2),
Public Finance Circular
No: 03/2015 of
14.07.2015 and
UGC Finance Circular
letter No. 05/2015 of
09.09.2015

5.10 Settlement of Advance

All advances should be settled no sooner the purpose is completed. If the advance is not settled, the Management can use its discretion and recover the full amount of advance from the salary of the person who had obtained the advance. The Officer who had approved the advance has also, equally responsible for the settlement.

5.11 Reimbursement

Individuals are not expected to spend their own money for the University purpose and claim reimbursement unless otherwise it was unavoidable.

Reimbursement will be considered if the expenditure had been incurred with the prior approval of the Authorizing Officers in Line I, II & III.

5.12 Approval of Loans and Advances to Employees

The following loans and advances are available to the employees of the University,

- 1) Staff Loan
- 2) Distress Loan
- 3) Bush Bicycle Loan
- 4) Motor Cycle Loan
- 5) Computer Loan
- 6) Festival Advance
- 7) Special Advance

All loans and advances to the employees should be approved by the Vice-Chancellor

Loan from the University Provident Fund could be recommended / Approved by the Senior Assistant Registrar.

Finance and Supplies
Circular No.69 of
17.08.1976

UGC Circular No. 362 of
14.04.1988

5.13 Authority to approve overtime/ Holiday pay

Category of Employee

Approving Authority

- | | | | |
|----------------------------|-------------------|---------------------------------------|---------------------------------------|
| 1. Administrative Officers | - Vice-Chancellor | } Up to the limit of 20 Hrs per month | UGC Circular No. 575 of
21.06.1993 |
| 2. Other Employees | - Deans | | |
| | - Librarian | | |
| | - Registrar | | |
| | - Bursar | | |

Above 20 Hrs per month approval of the Council should be obtained on the recommendation of the Finance Committee.

UGC Est. Circular letter
No. 09/2002 of
16.10.2002

5.14 Payment of Honorarium

Payment of Honorarium for any special assignment should be approved by the Council on the recommendation of the Finance Committee.

5.15 Donation/Gift

Any Donation/Gift in the form of Goods or Funds received whether from foreign countries or local sources, should be notified promptly by the Faculties/ Departments/ Divisions to the Vice-Chancellor for Authorization of such Donation and it should be placed to the Council on the recommendation of the Finance Committee. All the details, such as type, quantity, value, purpose and name of the donor should be notified to the Finance division in order to take such details into the relevant accounts and books. The Finance division should inform the Auditor General's Department about the receipt of donation as stipulated in the Treasury Circular No. 828

CHAPTER 6

Submission of Financial Statements and Rendering of Accounts

The Bursar should submit the Financial Statements referred to below to the Council through the Finance Committee in the Prescribed formats monthly.

6.1 Monthly Financial Statements

1. Comparative Statement of Budgeted and Actual Income and Expenditure (Institutional) of the University with the reasons for variations within a period of three weeks after the completion of the month.
2. Receipts and payments for self financing courses/activities
3. Capital expenditure statement for Capital projects.
4. Statement of Bank Balances.
5. Statements of Bank Reconciliation together with the relevant schedules.

6.2 Quarterly Financial Statements

Comparative Statement (Programme, project wise) of expenditure for recurrent allocation (Sectoral) within three weeks after the completion of the quarter.

6.3 Rendering of Annual Financial Statements

The Annual Financial Statements of the University for each Financial Year shall be submitted to the Vice-Chancellor for transmission of the same to the Auditor General for audit within 60 days, after the close of that financial year.

It is the duty of the Bursar to finalize the accounts within the prescribed period and submit the same with the certification for compliance.

Section 107 (I) (b) of Universities Act No - 16 of 1978 and UGC Finance Circular letter No: 9/2002 of 16.07.2002

6.4 Observation on Auditor General's Report on Financial Statements

On receipt of the Auditor General's Report on the Financial Statements rendered for audit, the Bursar should compile the observation on the Auditor General's Report to gather with the action taken on behalf of the Council and submit the same to the Council through the Audit Committee for deliberation and transmission to the Auditor General and forward the same to the Auditor General and other relevant authorities within three months of receipt of the report.

Section 108 (3) of Universities Act No - 16 of 1978

6.5 Publication of Audited Financial Statements

The Financial Statements of the University for each Financial Year shall be published in the Government Gazette along with the Auditor General's Report and the observation of the Council by the Bursar.

Section 109 of Universities Act No - 16 of 1978

6.6 Tabling of Annual Financial Statements in Parliament

The Bursar should take action to submit the Annual Financial Statements along with the Auditor General's Report and the observation of the Council together with the Annual reports to the Line Ministry to enable the Minister to table them in the Parliament within 150 days after the close of the financial year in all three languages. The Registrar should coordinate with all the Deans and other division in preparing and presenting the Annual reports for the submission along with the Annual Financial Statements.

Section 110 of Universities Act No - 16 of 1978 and UGC Finance Circular letter No: 9/2002 of 16.07.2002

6.7 Audit Queries

Audit Queries raised by the Internal Auditor and / Auditor General are dealt with promptly and complete reply should be submitted under the signature of the Vice-Chancellor. When a final reply cannot be sent an interim reply should be sent immediately. The Registrar should coordinate with the relevant Officers to ensure that all queries are replied within 14 days.

FR. 155

6.8 Audit Queries Register

An Audit Queries Register must be kept in the Registrar's Office and it should have details of receipt of queries and replies sent. Similar register should be maintained for Internal Audit queries as well.

FR. 452 (1)

6.9 Board of Survey

It is an essential financial and accounting requirement to prove the physical existence and the accuracy of value of fixed assets and stores placed in the balance sheet. Therefore all fixed assets and stocks in hand of the University on 31st December each year should be physically verified by the Board of Survey. A Statement pertaining to these assets should be prepared and forwarded to audit along with annual accounts.

Finance and Supply Circular No. 43 of 06.12.1974

FR. 507 (1),(2)&(3)

6.10 Appointment of Board of Survey

The Accounting Officer (Vice-Chancellor) will appoint the Board of Survey.

FR. 756 (1) & (b)

6.11 Composition of Board

Several separate Boards may be required to complete the survey on time. The Board should consist of two responsible Officers other than and not immediately subordinate to the officer directly in charge of stores and at least one member should be acquainted with of type of stores to be verified.

FR. 756 (2)

The Board should submit its report to the Accounting Office within the prescribed date.

6.12 Action on Report of Boards of Survey

The Accounting Officer should forward one copy of the report to the Auditor General immediately. Thereafter action should be taken as stated in FR. 102 and from 770 to 775

6.13 Officer responsible for the Board of Survey

The Registrar is responsible for the Board of Survey and follow-up action as the Registrar is the custodian of property of the University.

CHAPTER 7

Losses and Write off

7.1 Responsibility for Loss

An Officer shall be held personally responsible for any loss occurred to the University by his own delay, negligence, fault or fraud and shall make good such loss.

FR. 156 (1)

An Officer will similarly be responsible if he allows or directs any actions to be performed.

- i. without proper Authority
- ii. without complain with Financial or Other Regulations or Other appropriate Instructions.
- iii. without exercising reasonable care
- iv. fraudulently

7.2 Action to be taken when losses occur

Action indicated in the Financial Regulations under FR. 103 to FR. 113 should be taken by the Appropriate Officer/ Officers

7.3 Order of Write off

The Accounting Officer (Vice-Chancellor) up to Rs. 25,000.00 and above Rs. 25,000.00 the Chief Accounting Officer on the recommendation of the Council and the University Grants Commission can approve to write off the loss.

FR. 108 and 109

7.4 Surcharge by the Auditor General

The Auditor General has been empowered with the Authority to disallow any items in the Accounts or not appearing in the Accounts, which is in his opinion irregular or contrary to Law and Surcharge the same on the Officer, Teacher or Employee making or Authorizing such payments.

Section 107 (6) (a) of
the Universities Act
No . 16 of 1978

CHAPTER 8

Procurement of Goods, Works and Services

8.1 Procurement Procedure

All Procurement of Goods, Works, Services and Consultancy are subject to the procedures laid down in the Procurement Guidelines and the Manuals issued by the National Procurement Agency and subsequent amendments thereto and currently administrated by the Department of Finance

The Procedures laid down in this Guidelines are based on the above. Universities follow centralized procurement system unless otherwise stated.

8.2 Responsible for Procurement

(a) Bursar

Bursar is responsible for the Procurement of Goods and repairs to Equipments.

(b) Registrar

Registrar is responsible for the Procurement of Services, Works, Consultancies and Repairs other than Equipments.

(c) Authorized Officers by the Council

The Officers authorized by the Council in Line -II and Line III can obtain Goods and Services only in respect of their Faculties/ Departments/ Sections/ Units within the Limit specified subject to Procurement Procedure except the items that are available in the main store and routine maintenance items to the buildings.

8.3 Categories of Procurement

8.3.1 Goods

Goods covers Commodities, Materials, Laboratory, Teaching Equipments, Office Furnitures & Equipments, Plant & Machineries, Chemicals, Glass wares, Teaching Materials, such as Books, Journals, Periodicals, Software and Other Learning Materials.

8.3.2 Works

Works covers new Construction of Buildings, Reconstruction, Demolition, Repairs to Buildings, Rehabilitation of Buildings, Structures and Associated activities such as Site preparation, Excavation, Installation of Fittings, Decoration and Finishing.

8.3.3 Services

Services covers all services other than Consultancy Services

8.3.4 Consultancy Services

Consultancy Services covers Advisory, Preparation Services and Implementation Services of Consultants, both individuals and Firms.

8.4 Procurement Plan

There should be a procurement plan prepared by the Bursar and the Registrar based on the Action plan and Strategic plan and approved by the Vice-Chancellor.

8.5 Procurement Methods

- | | |
|--|----------------------|
| 1. International Competitive Bidding (ICB) | 3.1, 3.2, 3.3, 3.4, |
| 2. Limited International Competitive Bidding (LIB) | 3.5, 3.6, 3.7 of NPA |
| 3. National Competitive Bidding (NCB) | Procurement |
| 4. Limited National Competitive Bidding (LNB) | Guidelines |
| 5. National Shopping (NS) | |
| 6. Direct Contracting (DC) | |
| 7. Repeat Orders | |
| 8. Force Account (FA) | |

8.6 Supplies Committee

There shall be a Supplies Committee consisting of the following members and all Procurement of Goods where the total cost exceeds Rs. 100,000.00 should be recommended by the Supplies Committee before inviting bids.

1. Vice-Chancellor – Chairman
2. Registrar
3. Bursar
4. The Dean of one of the faculties – Shall be nominated by the Vice-Chancellor annually
5. Head of the user Department

The Secretary to Supplies Committee shall be the Senior Assistant Bursar/ Assistant Bursar – Supplies

8.7 Availability of Financial Provision

No procurement of Goods, Works and Services shall be initiated without adequate financial provision in the approved budget.

2.5.1 (a) of NPA
Procurement
Guidelines

8.8 Method of Procurement and Approving Authority

Following methods shall be adopted to procure Goods, Works and Services considering the value, availability of suppliers and service providers and conditions of funding Agencies.

As per the NPA Guidelines and the method of procurement of Goods, Services (Other than Consultancy) and Works from the Government Consolidated Fund and the approving authority are given below.

8.9 Procurement of Goods and Services (Other than Consultancy) - Value and Limit of Authority

NPA Procurement
Guidelines Supplement
No.28 dated
24.07.2014

#	Procurement Value (LKR)	Procurement Method	No of Quotations / Bids	Minimum Bidding period	Determination Authority	Approving Authority
1	Up to 15,000.00 Total purchase should not exceed Rs. 60,000.00 in a calendar month	Open Market	-	-	-	Head of the Department (Vice-Chancellor) and Heads/ Officers as per Delegation of Financial Authority
2	Up to 100,000.00	Open Market	-	-	-	Head of the Department (Vice-Chancellor)
3	Up to 200,000.00	DC (Subject to satisfying the requirement under Guidelines 3.5 or 3.6)	-	-	-	Head of the Department (Vice-Chancellor) This authority should not be delegated.
4	Up to 500,000.00	NS	Min 03 Sealed quotations	07 Days	-	Head of the Department (Vice-Chancellor)
5	Up to 5 M	NS	Min 03 Sealed quotations	07 Days	Department Procurement Committee (DPC)	Head of the Department (Vice-Chancellor)
6	Up to 10 M	NS	Min 05 Sealed quotations	07 Days	Department Procurement Committee (DPC)	Council
7	Up to 100 M	NCB	Can be decided by the Procurement Entity	21 Days	Department Procurement Committee (DPC)	Council

8	Up to 200 M	NCB	Can be decided by the Procurement Entity	21 Days	Ministry Procurement Committee	Chief Accounting Officer
9	More than 200M	NCB	Can be decided by the Procurement Entity	21 Days	Cabinet appointed Procurement Committee	Cabinet of Ministers

8.10 Repair to Motor Vehicles

#	Value (Rs)	Method	Approving Authority
01	Up to 50,000.00	DC	Head of the Department (Vice-Chancellor) and Heads/ Officers as per Delegation of Financial Authority
02	Up to 200,000.00	DC	Head of the Department (Vice-Chancellor)

8.11 Procurement of Works

#	Procurement Value (LKR)	Procurement Method	No of Quotations / Bids	Minimum Bidding period	Determination Authority	Approving Authority
1	Up to 200,000.00	DC	-	-	-	Head of the Department (Vice-Chancellor), This authority should not be Delegated.
2	Up to 500,000.00	DC (Subject to satisfying the requirement under Guidelines 3.5 or 3.6)	-	-	-	Head of the Department (Vice-Chancellor) This authority should not be delegated.
3	Up to 1 M	NS	Min 03 Sealed quotations	07 Days	-	Head of the Department (Vice-Chancellor)
4	Up to 10 M	NS	Min 05 Sealed quotations	07 Days	Department Procurement Committee	up to Rs. 5 M - Head of the Department (Vice-Chancellor) Above Rs. 5M - Council
5	Up to 100 M	NCB	Can be decided by Procurement Entity	21 Days	Department Procurement Committee (DPC)	Council
6	Up to 200 M	NCB	Can be decided by Procurement Entity	21 Days	Ministry Procurement Committee	Chief Accounting Officer

7	More than 200M	NCB	Can be decided by Procurement Entity	21 Days	Cabinet appointed Procurement Committee	Cabinet of Ministers
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8.12 Appointment of Department Procurement Committee (DPC)

Department Procurement Committee shall be appointed by the Chief Accounting Officer (Secretary to the Line Ministry) at the request of the Head of Institution (Vice Chancellor) annually.

Ref No: 2.7.5 of NPA Procurement Guidelines

8.13 Composition of Department Procurement Committee

- No of members in a DPC shall be three
- Chairperson shall be the Head of the Department (Vice Chancellor)
- One member shall be the Senior Officer from the Procurement Entity
- One member shall be the Senior Officer from the Line Ministry in the rank of a Senior Assistant Secretary

Ref No: 2.7.5 of NPA Procurement Manual

8.14 Appointment of Department Consultants Procurement Committee (CPCD)

Selection of Consultants (Individual/Institutions) should be handled by the CPCD.

Ref No: 2.6.3 of NPA Procurement Manual

The Chief Accounting Officer will appoint the CPCD.

8.15 Composition of Department Consultants Procurement Committee (CPCD)

The number of members in the CPCD shall be not less than four. In case of selection of Individual Consultant the minimum number may be three.

Ref No: 2.6.3 of the Consultancies Services manual

- 1) Chairperson shall be Head of the Department (Vice Chancellor)
- 2) The other members shall be conversant with outcome expected from the Proposed Consultancy
- 3) One member shall be a Person Knowledgeable on Consultant Selection Procedures.

8.16 Appointment of Technical Evaluation Committee (TEC)

The Head of the Department (Vice Chancellor) shall appoint the Technical Evaluation Committee (TEC)

Ref No: 2.8.4 of NPA Procurement Manual

8.17 Composition of Technical Evaluation Committee (TEC)

- Number of members of the TEC for Department Procurement Committee (DPC) shall be three to five
- There shall be a Chairperson for the TEC
- At least one member shall be the Subject Specialist.
- At least one member shall be from the Line Ministry or External to Procurement Entity.
- Members of the Technical Evaluation Committee should not be served in the Procurement Committee. But either the Chairman or member/members may be invited by the DPC to the meeting to facilitate the DPC.
- The Chairperson of the TEC or his nominee among the members of the TEC can participate at the Pre bid meetings.

Ref No: 2.8.4 of NPA Procurement Guidelines

Ref No: 2.8 of NPA Procurement Guidelines

Ref No: 2.6.1 (c) of NPA Procurement Guidelines

8.18 Opening of Bids

Procurement Committee is the Authority for Opening of Bids. The Procurement Committee can delegate such authority to the Bid Opening Committee (BOC).

Ref No: 6.3.3 of NPA Procurement Guidelines

The BOC should consist of minimum two members approved by the Procurement Committee.

Only the Original bids shall be opened and the copy shall not be opened.

Ref No: 6.3.4 (a) of NPA Procurement Guidelines

8.19 Late Bids

Bid received after the closing of Bid should not be opened and to be returned unopened to the Bidder.

Ref No. 6.3.2 of NPA Procurement Guidelines

8.20 Extension of Bid Validity

Award of Contract should be within the validity period of Bids. If it is not possible, the validity period of bid and bid security may be extended before awarding the contract.

Ref No: 7.5.1 (a) and (b) of NPA Procurement Guidelines

8.21 Clarifications from Bidders

During the bid evaluation, if any clarification is needed from the bidders the TEC should request the Procurement Entity to obtain such clarifications from the bidders in writing. The TEC should not have any communication with the bidders under any circumstances.

Ref No: 7.9.7 of NPA Procurement Guidelines

8.22 Registration of Suppliers and Contractors

The University can register the name of Suppliers and Contractors who wish to supply goods, services and undertake works annually by the Finance Division. The Department Procurement Committee will finalize the Registration.

FR. 690

Ref No: 3.4.3 of NPA
Procurement
Guidelines

Bids/Quotations should be called from the Registered Suppliers and Contractors. But the University has the right to invite the Bids/Quotations even from the non registered Suppliers and Contractors with the approval of the Vice-Chancellor (Main Center) / Rector (Vavuniya Campus)/ Deans (Faculties)/ Registrar (Administration)/ Deputy Registrar (Regional Office)

8.23 Yellow Pages and Rainbow Pages

When the appropriate authority is satisfied in the case of supplies of goods that sufficient number of reputed Venders are registered in the Yellow Pages and Rainbow Pages quotation may be invited from them.

Ref No: 3.4.4 of NPA
Procurement
Guidelines

8.24 Faculty Quotation Committee (FQC)

To procure Goods and Services at Faculty Level, recommendation/determination of the Faculty Quotation Committee should be obtained when the value exceeds Rs. 15,000.00 and up to the limit of Rs. 500,000.00

8.25 Composition of Faculty Quotation Committee

The Faculty Quotation Committee shall consist of the following members

- | | |
|---|------------|
| 1) Dean | - Chairman |
| 2) Senior Assistant Registrar/Assistant Registrar of the Faculty | - Member |
| 3) Senior Assistant Bursar /Assistant Bursar of the Faculty/from the Finance Branch | - Member |
| 4) Head of the user Department | - Member |

The Senior Assistant Registrar/ Assistant Registrar of the Faculty shall be the Secretary to the FQC.

8.26 Non existence of Faculty Quotation Committee

Faculty Quotation Committee will not be formed in the following Faculties.

- 1) Faculty of Agriculture
- 2) Faculty of Engineering
- 3) Faculty of Graduate Studies
- 4) Faculty of Applied Science - Vavuniya Campus
- 5) Faculty of Business Studies – Vavuniya Campus

8.27 Administration Quotation Committee (AQC)

There shall be an Administration Quotation Committee in the Main Centre of the University of Jaffna to recommend/ determine the Procurement of Goods and Services when the value exceeds Rs. 15,000.00 and up to the limit of Rs. 500,000.00

8.28 Composition of Administration Quotation Committee

The Administration Quotation Committee shall consist of the following members

- 1) Registrar - Chairman
- 2) Bursar/Deputy Bursar/Senior Assistant Bursar
/Assistant Bursar - Member
- 3) Head of the user department - Member

Senior Assistant Registrar/ Assistant Registrar in respective Branch will function as the Secretary in case of Procurement of Goods and Services to the General Administration.

Deputy Bursar/ Senior Assistant Bursar / Assistant Bursar – Supplies will function as the Secretary in case of Procurement of Goods and Services to the Financial Administration.

8.29 Authority Limit of the FQC/AQC

Goods and Services

#	Procurement Value (Rs)	Procurement Method	No. of Quotation
01	Above 15,000.00 up to 500,000.00	National Shopping (NS)	Min 03 Sealed Quotations

8.30 Library Quotation Committee (LQC)

There shall be Library Quotation Committee to procure Books and Periodicals above the value of Rs.15,000.00 and not exceeding the value of Rs.100,000.00

8.31 Composition of Library Quotation Committee

The Library Quotation Committee shall consist of the following members

- | | |
|--|------------|
| 1) Librarian | - Chairman |
| 2) Bursar/ Deputy Bursar/ Senior Assistant Bursar /
Assistant Bursar | - Member |
| 3) Head of the user department/ Senior Assistant Registrar/
Assistant Registrar/ Library Services | - Member |

Senior Assistant Registrar/ Assistant Registrar/ Library Services shall be the Secretary to the LQC

8.32 Quality Certification

Procured Goods, Works and Services should be certified for quality/ matching with specifications by the TEC/ by an expert on the particular subject before certifying the bill for payments/ raising GRN

8.33 Procurement of Books, Periodicals and Publications

The following Procedures should be followed to procure Books, Periodicals and Publications for Library.

- 1) The list of Books, Periodicals and Publications should be obtained from the Head of the Department with the recommendation of the Dean of the relevant Faculty.
- 2) The Librarian can authorize the procurement of Books, Periodicals and Publications up to the value of Rs. 15,000.00 without the recommendation of the Library Committee and the Library Quotation Committee.
- 3) If the estimated cost exceeds Rs. 15,000.00 and up to the value of Rs. 100,000.00 the Librarian should invite minimum three sealed quotations and authorize the procurement on the recommendation of the Library Committee and the Library Quotation Committee.
- 4) If the estimated cost exceeds Rs. 100,000.00 and up to the value of Rs. 500,000.00 the Librarian should obtain the recommendation of the Library Committee and send the list to the Bursar with the list of Suppliers to invite quotations.
- 5) The Bursar should invite minimum 03 sealed quotations (NS method). The Quotations should be opened by the Bid Opening Committee and the recommendation of the relevant Dean/ Head should be obtained through the Librarian.
- 6) Order should be placed by the Bursar with the approval of the Vice-Chancellor.
- 7) If the estimated cost exceeds Rs. 500,000.00 and up to Rs. 5 Million the Librarian should obtain the recommendation of the Library Committee and submit the list to the Bursar along with the Suppliers list.
- 8) The Bursar should invite minimum 03 sealed quotations (NS) and get the recommendation of the Head through the Dean and Librarian and on the recommendation of the Department Procurement Committee order should be placed by the Bursar with the approval of the Vice-Chancellor
- 9) When Direct Contracting/ Single Source is to be followed, the Librarian should obtain prior approval of the Vice-Chancellor irrespective of the value of Books, Periodicals and Publications.
- 10) On the approval of the Vice-Chancellor the Librarian/ Bursar should follow the normal Procurement Procedure and place the order depending on the value.

8.34 Stores Management

“Stores” means any article required in carrying out the services and activities of the University. The term includes plant, machinery, equipment, fittings, animals, transferable plants and unserviceable articles and Salvaged materials, but does not include land building and standing trees.

F.R 715 (1)

8.35 Centralized Store System in the Universities

In the Universities Centralized Store System is in operation. The Centralized Store shall be under the Control and Supervision of the Bursar or Deputy Bursar/ Snr. Asst.Bursar/ Asst.Bursar duly authorized by the Bursar. Therefore all Procurement of Goods shall be through the Central Store unless otherwise stated.

Finance and
Supply Circular
No. 58 of
29.12.1975

8.36 Sub store at the Regional Office, Kilinochchi

There shall be a sub store established in the Regional Office of the Finance Division in Kilinochchi and no other store in Faculties, Departments and Units should be established and maintained.

8.37 Maintenance of “Stores Advance Accounts”

There shall be a “Stores Advance Accounts” for the Centralized Procurement of Consumable items. It is only the Central Store can procure Goods through Stores Advance Accounts.

The Procurement of Goods directly by the faculty/ departments/ units shall not be accounted under the Stores Advance Accounts and the payments shall be made directly under the relevant expenditure vote.

8.38 Accounting of Issues made from the Centralized Store

All requisition for stores shall as a rule be channeled through the proper authorities. On submission of Store Requisition Note (SRN) by the User Department, the Bursar or his Assistant will authorize the issues of items from the Central Store.

The User Department which initiates Store Requisition Note should ensure that items requisitioned are within the budgetary provision and not in excess of actual needs.

The User Department should certify the items that were obtained from the Central Store had been inventoried and inventory certificate should be submitted to the Bursar within 07 days after the receipt of items from the Central Store.

Issues from the Main store should be accounted as expenditure on preparation of monthly stores analyses certified by the Bursar within 07 days of the following month.

8.39 Delivery of Items through the Central Store System

The following items procured by the Finance Division should be delivered to the User Department through the Central Store on submission of SRN and expenditure will be charged directly to the relevant expenditure vote.

- 1) Chemicals and Glasswares
- 2) Books and Periodicals
- 3) Lab and Teaching Equipments
- 4) Office Furniture and equipments
- 5) Imported Goods (Chemicals, Glasswares and Lab & Teaching equipments)

The Officer in charge for the Central Store should maintain appropriate records for the items that are channeled through the Central Store.

8.40 Pricing

The issue of consumable items from the Central Store should be priced at actual unit cost according to the Store Ledger and shall be on the basis of First in First Out (FIFO)

Finance and
Supply Circular
No. 60 of
24.02.1976

8.41 Verification of Stores

The Officer in Charge of store shall check or cause to be checked irregular interval but not less the once in three months, stock in hand with the book balance. An annual physical verification of store should be carried out at the end of the financial year.

Finance and
Supply Circular
No. 60 of
24.02.1976

CHAPTER 9

Financial Administration of the Faculty of Agriculture and the Faculty of Engineering located in Ariviyal Nagar, Kilinochchi

The Faculty of Agriculture which was established in the year 1990 operating from Kilinochchi had to be shifted to Thirunelvely, Jaffna where the main centre of the University of Jaffna is located due to the war situation prevailed in Kilinochchi in 1997. With the restoration of peace, the Faculty of Agriculture had been re-shifted to its original location in Kilinochchi in 2014. In addition, an Engineering Faculty was newly established in 2014 and located in Kilinochchi. Since these two Faculties are functioning 75 km away from the main centre of the Jaffna University, decentralization of Financial Administration became necessary for the smooth functioning of these two faculties.

Accordingly a Regional Office (Sub office) of the Finance Division in Kilinochchi was established and Financial Administration of these two faculties was entrusted to the Regional Office to operate directly under the direction and control of the Bursar.

9.1 Staff attached to the Regional Office of the Finance Division

Initially the following Staff will be attached to the Regional Office of the Finance Branch.

1. Assistant Bursar	- 02 Nos
2. Book keeper	- 01 No
3. Store keeper	- 01 No
4. Computer Application Assistant	- 02 Nos
5. Shroff	- 01 No
6. Labourer	- 01 No

9.2 Decentralization of Payments

The following payments in respect of these two Faculties are decentralized to the Sub Office of the Finance Branch, Kilinochchi subject to the Financial and Administrative Procedures.

1. Payment to Trainees and Labourers
2. Visiting Lecturers fees including Travelling and Subsistence
3. Entertainment Allowance
4. Travelling (Local)
5. Supplies – (Consumable & Capital items)
6. Minor Repairs and Maintenance
7. Contractual Services
 - i. Transport
 - ii. Telephone
 - iii. Postage

- iv. Electricity
- v. Water
- vi. Hiring Charges
- vii. Printing and Advertising
- viii. News paper bills

8. Others

- i. Faculty Board Member fees
- ii. Entertainment expenses
- iii. Bank Charges
- iv. Examination payments

9. Rehabilitation of Buildings

Payments other than those mentioned above will be handled by the Finance Division (Main Office).

9.3 Organization Chart and the Delegation of Financial Authority

9.4 Preparation of Budget Estimate

The Senior Assistant Bursar/ Assistant Bursar of the Regional office of the Finance Branch should Co-ordinate with the Deans and other Stakeholders and prepare the Budget Estimates and forward the same to the Bursar, University of Jaffna before the prescribed date notified by the University Bursar.

9.5 Preparation of Final Budget

The Bursar will prepare the Final Budget of these two Faculties and incorporate in the Main Budget.

9.6 Sub Imprest

Sub Imprest for Re-current and Capital expenditure to the Regional Office will be released by the Bursar with the approval of the Vice Chancellor not exceeding the imprest limit. The imprest limit should be worked out by the Bursar and approved by the Vice Chancellor annually.

FR. 371 & 366 (1)

9.7 Accounting the collection of Revenue

Revenue of these two Faculties should be deposited to the main Bank account of the University of Jaffna (Collection Account) and it should not be utilized as part of imprest.

9.8 Operation of Bank Account

Two separate Bank accounts will be operated one for Re-current expenditure and, other for Capital expenditure.

9.9 Signing Cheques

9.9.1 First Signatory of the Bank account

Assistant Bursar shall be the first signatory.

9.9.2 Second Signatory of the Bank account

Second Signatory shall be the Deputy Registrar (Regional Office)/ Dean of the Faculty of Agriculture and Faculty of Engineering.

9.10 Authorization and Approval

Authorization and approval shall be as per the delegation of the Financial Authority by the Council as shown in Chart 4.8 and 4.14

9.11 Certification of Vouchers

The Assistant Bursar is empowered to certify the vouchers for the approved payments

9.12 Passing the Vouchers for the payment

The Deputy Registrar (Regional Office) in the absence of Deputy Registrar the Dean/Faculty of Agriculture and Faculty of Engineering (in respect of their Faculty payment) are empowered to pass the certified vouchers for payment.

9.13 Submission of Statement of Accounts

The Assistant Bursar should forward the Statement of Account monthly to the Bursar in the prescribed format to enable the Bursar to account the transactions of the Regional Office of the Finance Branch in the main ledger of the University within the prescribed date for incorporation into the monthly accounts of the University.

9.14 Surrender of Sub Imprest

Balance of imprest should be surrendered within the prescribed time notified by the Bursar.

FR. 373

9.15 Postal and Petty cash Imprest

Postal Imprest and Petty cash Imprest may be granted by the Regional office of Finance Branch at an amount determinate annually by the Bursar and approved by the Vice-Chancellor considering the need.

9.15.1 Postal Imprest

Postal imprest may be granted to the Deputy Registrar, General Administration – Regional Office and to the Dean of each Faculty depending on the need.

9.15.2 Petty cash Imprest

Petty cash imprest on reimbursable basis not exceeding Rs.25,000.00 may be granted to the Deputy Registrar, General Administration – Regional Office, Dean of each Faculty, Heads of the Department of each Faculty and all expenditures should be subject to the Financial Regulations. The Vice-Chancellor will decide the amount of petty cash imprest depending on the need from time to time.

9.16 Procurement of Goods, Works and Services

All Procurement of Goods, Works and Services should be subject to the procedure laid down below as adopted from the Procurement Guidelines and the Procurement Manual of the National Procurement Agency (NPA) and subsequent amendments thereto that are currently operated by the Department of Finance.

9.17 Regional Quotation Committee (RQC)

There shall be a Regional Quotation Committee at the Regional Office at Kilinochchi.

9.18 Composition of Regional Quotation Committee (RQC)

The Regional Quotation Committee shall consist of the following members

1. Deputy Registrar (Regional Office) - Chairman
2. Assistant Bursar (Regional Office) - Member
3. Head of User Department - Member

The Assistant Bursar (Regional Office) in charge for supplies shall be the Secretary to the Regional Quotation Committee

9.19 Value of Procurement and Procurement Method

Goods, Works and Services

#	Value	Method	Determination Authority	Approving Authority
1	< Rs. 15,000.00 Total purchase should not exceed Rs. 60,000.00 in a calendar month	Open Market	-	Dean/ Deputy Registrar/Assistant Registrar/ Senior Assistant Bursar/ Assistant Bursar and Heads/ Officers as per Delegation of Financial Authority
2	>Rs. 15,000.00 <Rs.500,000.00	National Shopping (NS) – Three sealed Quotations	Regional Quotation Committee (RQC)	Dean/ Deputy Registrar (Regional Office)

9.20 Approving Authority (Authorization) for Procurement for Faculties

Dean of the respective Faculty may authorize the Procurement of Goods, Works and Services up to Rs.500,000.00 on the recommendation of the Regional Quotation Committee.

9.21 Approving Authority for Regional Office

The Deputy Registrar (Regional Office) is empowered to authorize/ approve up to Rs. 250,000.00 on the recommendation of the Regional Quotation Committee.

Procurement of Goods, Works and Services exceeds the value of Rs. 500,000.00 should be handled by the Procurement Committee of the University of Jaffna.

9.22 Sub Store at the Regional Office

A Sub Store may be established at the Regional Office of the Finance Branch and Store items may be sent to the Sub Store by the Main Store of the Finance Branch and/ or the Regional Office may procure the items to the Sub Store.

Items may be issued to the General Administration, Faculties and Departments from the Sub Store on submission of SRN by the respective users.

The Regional Office should submit a statement of analysis of issues to the Finance Branch (main office) monthly for Accounting and Controlling purpose.

CHAPTER 10

Financial Management of the Vavuniya Campus of the University of Jaffna

10.1 Establishment of Vavuniya Campus

The Vavuniya Campus was established by dissolving the Northern Province Affiliated University College (AUC) and amalgamating with the University of Jaffna with effect from 01.04.1997 by Gazette notification No. 968/06 of 26.03.1997

10.2 Organization Chart and the Delegation of Financial Authority

The Financial Management of the Vavuniya Campus is under the perview of the University of Jaffna and the Vice-Chancellor is the Accounting Officer of the Vavuniya Campus as well.

Monthly Imprest is obtained from the Treasury by the University of Jaffna and Sub Imprest is released to Vavuniya Campus by the University of Jaffna for its Recurrent and Capital Expenditure monthly.

Adequate Control System should be in place to monitor the Financial transactions of the Vavuniya Campus and the financial transactions to be incorporated into the accounts of the University of Jaffna.

The Procedures and Instructions contained in this Guidelines shall apply to the Vavuniya Campus as well unless otherwise stated.

The Organization Structure of the Vavuniya Campus is shown under 10.2 (a)

10.3 Preparation of Budget Estimate

The Deputy Bursar/Senior Assistant Bursar/ Assistant Bursar should prepare the Budget Estimate and submit the same to the Vice-Chancellor of the University of Jaffna with the recommendation of the Campus Board.

10.4 Budget Committee

There shall be a Budget Committee headed by the Rector and consisting of the following Officers.

1. Deans
2. Deputy Registrar/ Senior Assistant Registrar
3. Senior Assistant Librarian
4. Deputy Bursar/ Senior Assistant Bursar/ Assistant Bursar and
5. Other Stake holders

The Deputy Bursar/ Senior Assistant Bursar/ Assistant Bursar shall be the Secretary to the Budget Committee.

10.5 Allocation for Capital Expenditure

Once the allocation for Capital Expenditure is notified to the Rector by the Vice-Chancellor of the University of Jaffna, the Budget Committee of the Vavuniya Campus can finalize the allocation for Capital Expenditure among its Faculties, Library and Other sections.

10.6 Preparation of Final Budget

Once the Grant is notified by the University Grants Commission (UGC) and after the finalization of allocation for Recurrent and Capital Expenditure by the University of Jaffna the Deputy Bursar/Senior Assistant Bursar/ Assistant Bursar shall prepare the Final Budget and place it before the Campus Board for its recommendation.

The Final Budget of the Vavuniya Campus shall be incorporated into the Final Budget of the University of Jaffna on the recommendation of the Finance Committee for the approval of the Council.

10.7 Procurement of Goods, Services (Other than Consultancy) and Works

All Procurements shall be subject to the Procurement Procedure specified in the Procurement Guidelines and Procurement Manual issued by the National Procurement Agency.

10.8 Supplies Committee

There shall be a Supplies Committee headed by the Rector consisting of the following members and all Procurement of Goods where the total cost exceeds Rs. 100,000.00 should be recommended by the Supplies Committee before inviting bids.

1. Deputy Registrar/ Senior Assistant Registrar
2. Deputy Bursar/ Senior Assistant Bursar/ Assistant Bursar
3. The Dean of one of the Faculties – Nominated by the Campus Board
4. Head of the User Department

10.9 Regional Procurement Committee (RPC)

Procurement of Goods, Services and Works of the Vavuniya Campus shall be handled by the Regional Procurement Committee.

10.10 Appointing Authority of Regional Procurement Committee

Chief Accounting Officer or with the delegated Authority of the Chief Accounting Officer / Vice-Chancellor can appoint the Regional Procurement Committee.

Ref No: 2.7.7 of
Procurement
Guidelines

- a) The members in the RPC shall be three.
- b) Head of the Regional office (Rector) shall be the Chairperson.
- c) One Senior Officer from the Procurement Entity who is knowledgeable in the subject matter.
- d) The third member shall be an external member who has knowledge in Government Procurement Procedure.

10.11.1 Regional Quotation Committee (RQC)

There shall be a Regional Quotation Committee at the Vavuniya Campus consisting of following Members

- | | |
|-----------------------------------|------------|
| 1. Deputy Registrar | - Chairman |
| 2. Senior Asst.Bursar/Asst.Bursar | - Member |
| 3. Head of User Department | -Member |

The Senior Asst.Bursar / Asst.Bursar – Supplies shall be the Secretary to the Regional Quotation Committee.

10.12 Technical Evaluation Committee (TEC) for a Regional Procurement Committee

The Head of the Department (Vice-Chancellor) may appoint the TEC for the RPC.

10.13 Composition of TEC for the RPC

- a) The number of members in the TEC shall be three.
- b) There shall be a Chairperson for the TEC.
- c) One member shall be a subject Specialist.

10.14 Method of Procurement and Approving Authority

As per the NPA Guidelines and the Supplement No. 28 dated 24.07.2014 the method of procurement of Goods, Services (Other than Consultancy) and Works from the consolidated fund and the approving authority are given below.

10.14.1 Procurement of Goods and Services (Other than Consultancy)

#	Procurement Value (LKR)	Procurement Method	No of Quotations/ Bids	Minimum Bidding period	Determination Authority	Approving Authority
1	Up to 15,000.00 Total purchase should not exceed Rs. 60,000.00 in a calendar month.	Open Market	-	-	-	Head of the Regional office (Rector) and Heads/ Officers as per Delegation of Financial Authority
1	Up to 100,000.00	NS	Min 03 Sealed quotations	07 Days	Regional Quotation Committee (RQC)	Head of the Regional office (Rector)
2	Up to 1 M	NS	Min 05 Sealed quotations	07 Days	Regional Procurement Committee (RPC)	Head of the Regional office (Rector)
3	Up to 10 M	NCB	Can be decided by Procurement Entity	21 Days	Regional Procurement Committee (RPC)	Up to Rs.2 M – Head of the Regional office (Rector) Above Rs.2 M – up to Rs.5 M Head of the Department (Vice-Chancellor) Above Rs. 5 M to Rs.10 M - Council.

10.14.2 Procurement of Works

#	Procurement Value (LKR)	Procurement Method	No of Quotations/ Bids	Minimum Bidding period	Determination Authority	Approving Authority
1	Up to 2 M	NS	Min 05 Sealed quotations	07 Days	Regional Procurement Committee (RPC)	Head of the Regional office (Rector)
2	Up to 10 M	NCB	Can be decided by Procurement Entity	21 Days	Regional Procurement Committee (RPC)	Up to Rs.2 M – Head of the Regional office (Rector) Above Rs.2 M – up to Rs.5 M Head of the Department (Vice-Chancellor) Above Rs. 5 M to Rs.10 M - Council.

Note :

- **When the estimated cost of the Goods exceeds Rs. 1 M, NCB Procurement Method should be followed.**
- **When the estimated cost of the Works exceeds Rs. 2 M, NCB Procurement Method should be followed.**
- **When the estimated cost of the Goods, Services (Other than Consultancy) and Works exceeds Rs. 10 M the DPC should handle the Procurement.**

10.15 Authorizing / Approving Limits

Authorizing / Approving Body / Officers	Limits	
	Authorizing	Approving
1. Council	Above Rs. 5 M	Rs.25 M
2. Vice- Chancellor	Up to Rs. 5 M	Rs.25 M
3. Campus Board	Up to _	Rs.10 M
4. Rector	Up to Rs. 2 M	Rs.2M
5. Dean	Up to Rs. 100,000.00	Rs. 100,000.00
6. Head of Department, DR/SAR, DB/SAB/AB Snr.Asst.Librarian	Up to Rs. 15,000.00	Rs. 15,000.00

10.16 Funds for the Expenditure of the Vavuniya Campus

Sub Imprest for Recurrent Expenditure and Capital Expenditure shall be released by the Bursar with the approval of the Vice-Chancellor monthly within the Imprest limit fixed within the allocation of the Vavuniya Campus.

The Revenue of the Campus could be utilized as part of its Sub Imprest.

10.17 Operation of Bank Account

Bank Account shall be opened with the approval of the Council of the University of Jaffna.

There shall be a separate Bank Account for Recurrent Expenditure and Capital Expenditure. In addition to these two Bank Accounts a separate Bank Account should be operated for Non- Treasury Fund.

The Collection of Revenue not related to Non-Treasury Fund should be deposited into the Bank Account operated for Recurrent Expenditure.

10.18 Authorized Signatories to operate the Bank Accounts

10.18.1 First Signatory

The Deputy Bursar/ Senior Assistant Bursar/ Assistant Bursar shall be the First Signatory.

10.18.2 Second Signatory

- a) Rector
- b) Dean
- c) The Deputy Registrar/ Senior Assistant Registrar – up to Rs. 500,000.00

10.19 Certification of Voucher for Payment

The Deputy Bursar/ Senior Assistant Bursar / Asst. Bursar shall certify the Voucher for Payments.

10.20 Passing of Voucher for Payments

The Rector is empowered to pass the certified voucher for payment and in the absence of the Rector, Deputy Registrar / Senior Assistant Registrar is empowered to pass the voucher for payments.

10.21 Submission of Statement of Accounts

The Deputy Bursar/ Senior Assistant Bursar/ Assistant Bursar should forward the Monthly Statement of the Accounts in the Prescribed Format to the Bursar along with Statement of Bank Reconciliation to enable the Bursar to Account the transactions of the Campus in the Main Ledger of the University of Jaffna within 15 days after the closer of the month.

10.22 Surrender of Sub Imprest

The Balance of Sub Imprest should be surrendered to the Bursar on 31st December of the Financial Year.

F.R 371(5)

10.23 Approval of Loans

The Vice-Chancellor delegates the Authority to the Rector to Approve the Loans to the Campus Employees.

10.24 Approval of Over Time/ Holiday pay

#	Employees	Limit	Approving Authorities
01	Executive Officers	As per Public Administration Circular	Rector
02	Other Employees	20 Hrs P.M	Rector/ Deans/ Deputy Registrar / Senior Assistant Registrar / Deputy Bursar/ Senior Assistant Bursar/ Assistant Bursar/ Senior Assistant Librarian
		>20 Hrs P.M	Finance Committee/ Council on the recommendation of the Campus Board.