



**PONDICHERY UNIVERSITY
PUDUCHERRY**

S. LOGANATHAN
Registrar

R. Venkataraman Nagar,
Kalapet,
Puducherry 605 014.

PU/IAO/2009-2010/PV/ 939

Date: 28.08.2009

POLICY CIRCULAR No.22

MAINTENANCE OF RECORDS / REGISTERS

Consequent on the introduction of "**Purchase Procedure**" the system of purchase of various items of articles for the use of University functioning has been streamlined to a great extent by introducing various measures, such as speeding up of process of purchase, effective decentralization of financial powers, etc to ensure transparency, economy and efficiency in the entire system.

Accordingly various records which are mandatory have been prescribed in the purchase procedure manual (please refer Rule 20) for maintenance by the respective departmental heads. The registers required to be maintained, among others things include, Day book for any purchase, classified ledger, grant register, day book for money transaction, write off register etc. These registers have already been printed and ready for delivery to departments and sections.

In this connection, all the HODs of Academic departments, Administrative departments and other attached officers such as Directorate of Distance Education, Community College, and Academic Staff College etc are requested to ensure that the above registers are maintained properly by the concerned office staff of the department. It is the responsibly of the HOD's to ensure, proper entries and verification which will be audited as per GOI rules. These records will facilitate the stock checking and control.

The start with, it has been proposed to entrust the work of annual physical verification of stocks in each department to the concerned HOD and a certificate of such verification along with report may be sent to the Internal Audit Wing for scrutiny. While undertaking verification, the stock may be classified into (i) major equipments, (ii) minor equipments (iii) consumables (iv) dead stock etc and also (v) unserviceable for write off with justification. A report of physical verification conducted as on 30.06.2009 may be sent on or before 30.09.2009.

Any doubt or clarification in this regard may be obtained from Internal Audit Wing or purchase section.

All the HODs are requested to take personal interest in this task and cooperate to ensure smooth functioning of the departments.


REGISTRAR

To

1. All Deans/HOD of Departments/Centers
2. All Officers

Copy to

1. Vice-Chancellor's Secretariat
2. Director's (CCR) Secretariat
3. Registrar's Secretariat
4. FO Secretariat