

**HAZARA UNIVERSITY FINANCIAL RULES 2004
(AMENDED 2021)**



HAZARA UNIVERSITY MANSEHRA

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CHAPTER-1

HAZARA UNIVERSITY FINANCIAL RULES

1. Short Title, Commencement and application:

- i. These Rules may be called “Hazara University Financial Rules, 2004 (amended 2021)”.
- ii. These rules shall be deemed to be the Rules made under Section 31 of the Khyber Pakhtunkhwa Universities Act 2012 (amendment 2016), and shall continue to remain in force until amended or repealed.
- iii. These Rules shall come into force at once and shall be applicable to provisions in the Recurring and Developmental Budgets.
- iv. These Rules supersede all previous Rules and orders on the subject and shall henceforth apply to all financial transactions, decisions, payments, Income, expenditure, record, purchase, sale and disposal of stock and non-stock items of the University. However, notwithstanding the repeal of the previous Rules, anything done or any action taken or commenced under the corresponding provision(s) of these Rules.
- v. These Rules shall be followed by the University authorities and administration of the University in the discharge of the financial functions entrusted to the under the Act as amended from time to time.
- vi. Where there is no provision for any item in these Rules, the Federal/ Provincial Government’s Rules will be applicable.
- vii. In case of real hardship, the Vice Chancellor may relax these Rules for reasons to be recorded for the information of the Finance & Planning Committee/ Syndicate.

2. Definitions

In these Rules, unless there is anything repugnant in the subject or context, following terms shall have the meaning given below:

- a) **University:** University means the Hazara University, Mansehra;
- b) **Authority:** Authority means the authority of the University as specified in the Ordinance/KP Universities Act/Hazara University Statutes;
- c) **Commission:** Commission means the Higher Education Commission;
- d) **Senate:** Senate means the Senate of the University;
- e) **Syndicate:** Syndicate means the Syndicate of the University;
- f) **Finance & Planning Committee:** means Finance & Planning Committee of the University;
- g) **Chancellor:** Chancellor means the Chancellor of the University;
- h) **Vice Chancellor:** Vice Chancellor means the Vice Chancellor of the University;
- i) **Registrar:** Registrar means the Registrar of the University;
- j) **Dean:** Dean means the Head of a Faculty of the University;
- k) **Department:** Department means a teaching department, an institute, directorate, centre, college, school or administrative unit of the University;

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- l) **Head:** Head means the Head of a constituent Teaching Department, Director of Institute, Director of Centre, Principal of a constituent college, Principal of a constituent school and Head of Administrative Section in the University, as the case may be;
- m) **Treasury Wing or Directorate of Finance:** Treasury Wing or Directorate of Finance means the Treasury Wing or Directorate of Finance of the University under the administrative control of the Treasurer/Director Finance, consisting of Accounts Section, Budget Section, Receipt Section, Procurement Section, Payment Section, Salary Section, Store Section, External Audit (F & PC, DAC, and PAC etc.) Pension and Funds, Internal Audit Section, Welfare Fund section and other appropriate section(s) which may be added to it by the Competent Authority;
- n) **Treasurer / Director Finance:** Treasurer / Director Finance means Treasurer/Director Finance of the University who must be a professionally qualified as per Hazara University Statutes ;
- o) **Deputy Treasurer/Deputy Director Finance:** Deputy Treasurer/Deputy Director Finance means the Deputy Treasurer/Deputy Director Finance of the University.
- p) **Budget:** Budget means the financial estimates of the University for the financial year duly recommended by the Finance & Planning Committee, endorsed by the Syndicate and approved by the Senate;
- q) **Fund:** Fund means the fund of the University.
- r) **Financial Year**—means the year beginning on the 1st of July and ending on the 30th of June following;
- s) **Purchase Committee:** Purchase Committee means the Purchase Committee constituted for any purchase by Competent Authority of the University;
- t) **Convener:** Convener means senior member of the Committee appointed by the Vice Chancellor on the recommendation of the Treasurer/Director Finance for a fixed period or for a specific purchase;
- u) **Secretary Purchase Committee:** Secretary means the Secretary of the University Purchase Committee and in charge of the Store Purchase Section of the University;
- v) **Inspection Committee:** Inspection Committee means a Committee constituted by the Vice Chancellor for the purpose of Inspection;
- w) **Project Committee:** Project Committee means the Project Committee Constituted for a project by Competent Authority of the University;
- x) **Investment Committee:** means investment Committee of the University;
- y) **Works Committee:** means works Committee of the University constituted by the Vice Chancellor on the Recommendations of the Director Works;
- z) **Stock Items:** Stock Items means, items, which are purchased in bulk and usually consist of general stationery, office stationery, office supplies, items of sanitary hardware, timber electrical goods and appliances and other miscellaneous material required for the maintenance and up-keep of structures, moveable and immovable assets. It also includes all consumable items as well;
- aa) **Non-Stock Items:** Items of specific nature not stocked in the main store and procured as and when required by department/section. These would normally



- include all fixed assets items, library books, laboratory chemicals glassware, equipment and workshop tools and materials, computers and their accessories;
- bb) **Double Entry Accounting System:** Means Double Entry Accounting System where each transaction has two-fold effects;
- cc) **Generally Accepted Accounting Principles:**
- dd) **Income & Expenditure Account:** Income & Expenditure Account means Income & Expenditure Account of the University for a particular period, for a month or year;
- ee) **Balance Sheet:** Balance Sheet means Balance Sheet of the University at a certain date;
- ff) **Receipts and Payments Accounts:** Receipts and Payments Accounts mean Receipts and Payments Accounts of the University;
- gg) **Surplus / Deficit:** Surplus / Deficit mean Surplus / Deficit of the University as a result of usual transactions;
- hh) **Re-appropriation** means the transfer of funds from one unit of appropriation to another such unit;
- ii) **Stores:** means all articles and materials purchased or otherwise acquired for use in University including not only expendable and issuable articles in use or accumulated for specific purposes. But also articles of dead stock of the nature of plant, machinery, instruments, furniture, and equipment fixtures etc.;



CHAPTER-2

3. University Fund

- i. The University shall have a fund to which shall be credited its income from fees, donations, trusts, bequests, endowments, contributions, grant and all other sources. Bank account/accounts for the University fund may be opened and operated by the Treasurer/Director Finance with any scheduled bank/banks with the approval of Vice Chancellor.
- ii. Not limited to these, the following shall be the major sources of revenue for the university. However, utmost care is to be taken not to accept any support which may have some strings attached or which is to potentially damage the reputation, prestige and activities of the university, its faculty, students and the administration.

SOURCES OF FUND

A. Grant in Aid

- (a) Recurring grants of the Federal Govt. released through the Higher Education Commission or Provincial Govt.;
- (b) Development Grants released through the Higher Education Commission by the Federal Govt. for the developmental schemes of the University or Funds released by the Provincial Government for the development projects;
- (c) Special grants released by the Federal or Provincial Government for a specific purpose or covering a range of specific/special items;
- (d) Other grants of the Provincial or Federal Government and other Organizations/bodies released for purpose such as scholarship, awards, prizes, study tour and travel, students welfare, provision of amenities, holding tournaments, seminars, debates, sports, festivals, and other activities of students and staff; and
- (e) Any other grant.

B. University's own resources.

Admission fee, Registration fee, Tuition fees, Examination fee, Self finance fee, Late fee, Fines, Equivalence fee, Provisional Certificate fee, Detail Marks Certificates fee, Degree fee, Migration fee, Correction in name fee, Proficiency fee, Sports fee and the Affiliation fee etc.

- C. **Hostel Income:** It includes Hostel admission fee, hostel rent, service charges, and electricity charges from students and all other user charges.

D. Profit and interests:

- i. Profits from investment of endowment fund and other funds;
- ii. Profit on current and saving accounts.



- E. Income from staff and students for hiring University vehicles, rents from lease of building etc., telephone and electricity charges and any other user charges.
 - F. Donations, gifts, bequests, honors, awards, prizes and medals to the University.
 - G. Financial support from international development organizations or any other donor agency;
 - H. Contribution from alumni of the university;
 - I. Support in form of material and property such as equipment, books, furniture, vehicles, land and buildings etc. will also be welcomed;
 - J. Income from staff and students for hiring university vehicles, rents, telephone and electricity charges and any other user charges;
 - K. Miscellaneous income means all income not covered under the aforementioned sources, which may be accounted for under the miscellaneous head;
4. Fee structures as approved by the University authorities/bodies and amended from time to time will be applicable for all Academic Programs launched or to be launched.
5. **Recovery of University dues:**
- i. The University or any person, generally or specifically authorized by it, may apply to the collector for recovery of any sum due to the University under any head or otherwise and the collector shall thereupon proceed to recover the sum due, as if it were arrears of revenue.
 - ii. For the recovery of the Fee and other dues from the students, Provost, Controller of Examination, Transport officer and the concerned head of Department will be responsible for timely collection.



CHAPTER-3

6. Financial Organization.

- a) The Financial Organization in these Rules has been structured around the existing administrative set-up of the University. The Treasurer/Director Finance under the supervision of the Vice Chancellor, administers and controls the Treasury/Finance Wing of the University;
- b) The Treasury/Finance Wing will consist of nine (09) functional areas, viz; Accounts Section, Budget Section, Receipt Section, Procurement Section, Payment Section, Salary Section, Store Section, Internal Audit/External Audit (DAC, and PAC etc.) Pension and Funds, Welfare Fund section. Each section shall be supervised by Assistant Treasurer/Assistant Director Finance who will report to concerned Deputy Treasurer/ Deputy Director Finance.
- c) The Additional Treasurer/Additional Director Finance will coordinate activities of all the sections with Deputy Treasurers/Deputy Directors Finance of their respective sections.
- d) The financial transaction will be coordinated and routed to the Treasurer/Director Finance by the respective heads for authorization for obtaining approval of Competent Authority. Each of the sections has further been divided into sub-sections to ensure smooth and efficient working and to exercise sound control at the lower level of the functionaries.

JURISDICTION AND ROLE OF AUTHORITIES OF UNIVERSITY

7. Syndicate

The Syndicate as defined in the Khyber Pakhtunkhwa Universities Act 2012 (amended till now) shall be the executive body of the University and shall, subject to the provisions of the Act and the Statutes, exercise general supervision over the affairs and management of the property of the University. All power and function of the Syndicate mentioned under the Clause no. 23 of the Act shall be applicable and considered as part of the university financial rules.

Without prejudice to the generality of the foregoing powers, and subject to the provision of this Act, the statutes, the Syndicate shall have the powers:

- (a) consider the annual report, the annual plan of work including key performance indicators to be set up by the University, the statements of Accounts, the annual and revised budget estimates and to submit these to the Senate;



- (a-i) hold, control and lay down policy for the administration of the property, funds and investments of the University, including the approval of the sale and purchase or acquisition of movable and immovable property;
- (b) transfer and accept transfer of movable and immovable property on behalf of the University;
- (c) enter into, vary, carry out and cancel contracts on behalf of the University;
- (d) cause proper books of account to be kept for all sums of money received and expended by the University and for the assets and liabilities of the University;
- (e) invest any money belonging to the University including any unapplied income in any of the securities described in section 20 of the Trusts Act, 1882 (Act II of 1882), or in the purchase of immovable property or in such other manner, as it may prescribe, with the like power of varying such investments;
- (f) receive and manage any property transferred, and grants, bequests, trust, gifts, donations, endowments, and other contributions made to the University;
- (g) administer any funds placed at the disposal of the University for specified purposes;
- (h) provide the buildings, libraries, premises, furniture, apparatus, equipment and other means required for carrying out the affairs of the University;
- (i) establish and maintain halls of residence and hostels, as far as possible;
- (j) affiliate or disaffiliate educational institutions;
- (k) arrange for the inspection of colleges, institutions and the Teaching Departments;
- (l) institute Professorships, Associate Professorships, Assistant Professorships, Lecturer ships, and other teaching posts or to suspend or abolish such posts;
- (m) subject to this Act, appoint Teachers, officers and other employees on the recommendation of the Selection Board in BPS-17 and above in accordance with the prescribed Statutes;
- (m-i) suspend, punish, remove and dismiss from service, the Officers and Teachers of the University in Basic Pay Scale 17 to 21 in accordance with the prescribed Statutes;
- (m-ii) promote the officers of the administrative cadre to the next higher scale on such terms and conditions in accordance with the prescribed statutes;
- (n) create, suspend or abolish such administrative or other posts as may be necessary;
- (o) prescribe powers and duties of officers, teachers and other employees of the university;
- (p) report to the Senate on matters with respect to which it has been asked to report;
- (q) propose drafts of Statutes for submission to the Senate; (r) regulate the conduct and discipline of the students of the University;



- (s) take actions necessary for the good administration of the University in general and to this end exercise such powers as are necessary;
- (t) delegate any of its powers to any Authority or Officer or a committee;
- (t-i) prescribe conditions under which the University may enter into agreements with other institutions for with public bodies for purposes of research and advisory services; and
- (u) perform such other functions as have been assigned to it by the provisions of this Act or the Statutes made thereunder.

8. Finance & Planning Committee

- i. The Finance & Planning Committee will advise the Vice Chancellor on matters related to the finances of the University. Its functions, as defined in the Hazara University Statutes 2016, shall be:
 - a. recommend the annual statement of accounts and the annual and revised budget estimates and advise the Syndicate thereon;
 - b. review periodically the financial position of the University;
 - c. advise the Syndicate on all matters relating to planning, development, finance, investment and accounts of the University;
 - d. to prepare staff and resource development plans; and
 - e. to perform such other functions as may be prescribed by the Rules.

9. Vice Chancellor

The Vice Chancellor being the principal accounting, executive and academic officer of the University will have the power:

- i. to sanction all expenditure provided for in the approved Budget and to re-appropriate funds within same major heads of expenditure. He may, however delegate his authority or part thereof to the Treasurer/Director Finance;
- ii. to sanction by re-appropriation an amount not exceeding Five hundred thousand rupees for an unforeseen item not provided for in the budget and report it to the Syndicate at its next meeting;
- iii. to exercise and perform such other powers and functions as may be prescribed by the Syndicate in accordance with the Act;
- iv. to authorize in anticipation of the approval of the Syndicate, expenditure from the University Fund for a period of four months when the budget for the year is under process and not yet approved by the Syndicate;
- v. to take such action in an emergency, which in his opinion requires immediate action, as he may consider necessary and shall soon thereafter, report his action to the Syndicate or other body, which in the ordinary course would have dealt with the matter.




10. Treasurer/Director Finance

- i. Treasurer/Director Finance Subject to supervision of the Vice Chancellor, shall manage the Finances of University. He shall be responsible to ensure that the funds of the University are spent on the purpose for which they are allocated or granted. For this purpose he may, with the approval of the Vice Chancellor, arrange such checks of stocks and stores, records and books as may be necessary in the offices, sections, teaching department, institutes, centres, hostels, directorate of works, sports and wherever required in the University.
- ii. Have power to sanction expenditure within the budget limits vest with the Vice Chancellor and other officers to whom the powers have so delegated through Act/Statutes. Power to make payment within the sanction accorded by the competent authorities' lies with the Treasurer/Director Finance, who is answerable to the Vice Chancellor and Syndicate in respect of all payments made out of the University's fund.
- iii. He shall be responsible to Provide information to the Vice Chancellor, Syndicate and Finance & Planning Committee regarding financial matters and shall bring to the notice of the Vice Chancellor any violation of the financial Rules and/or decision(s) of the Syndicate.
- iv. The Treasurer/Director Finance, with the approval of the Vice Chancellor, shall have the power to open bank accounts with any commercial bank or banks for the management of University funds. He, on the recommendations of Investment Committee and with the approval of Vice Chancellor, shall have the powers to invest the funds of the University in investment schemes and terms deposits in any bank having credit rating A or above
- v. He shall jointly sign all cheques along with Registrar, drawn on behalf of the University. However, Cheques up to the limit of Rs. 100,000/- (One hundred thousand only) shall be signed solely by the Treasurer. He/She shall have the authority to sanction the incurrence of the expenditure and allow payment within the authority delegated to him under these rules or by the Vice Chancellor.
- vi. He shall conduct official correspondence of the University on all financial matters.
- vii. He shall sanction the refund of Examinations fees, tuition fees, security deposits and other dues of the students in accordance with the prescribed Rules.
- viii. He shall have the powers to sanction and allow payment of dues and utility bills payable to Government departments and attached organizations such as telephone bills, taxes, electricity and gas charges etc.
- ix. He shall perform such other duties and exercise such financial powers as may be assigned and delegated to him from time to time by the Syndicate or the Vice Chancellor in addition to those delegated under these Rules.
- x. He shall act as member/secretary of the Finance & Planning Committee, Investment Committee, Management Committee of EWIF, Board of Trustee of EWIF and Student Welfare Fund Committee.

11. Registrar

- i. The Registrar shall sign the Traveling Allowance and Daily Allowance (TA/DA) bills of administrative officers required to travel on University duty including member invitees to the meetings of the Syndicate, Senate and the Academic Council.



- ii. The Registrar shall sanction and sign the monthly pay bills of staff working in the administrative sections and teachers working in the departments. He shall sign the arrear bills on account of salaries and other remuneration payable to staff on account of teaching assignments in any department.
- iii. The Registrar shall, unless otherwise required, sign Agreement Bonds and Contracts made on behalf of the University regarding establishment/service matters only.
- iv. He shall jointly sign all cheques along with Treasurer for amount exceeding Rs. 100,000/- drawn on behalf of the University.

12. Dean

- i. The Dean shall have powers to sanction expenditure out of DDF as prescribed in DDF Rules;
- ii. He shall countersign the TA/DA claims of the heads of teaching departments in his Faculty deputed on academic matters of the University.
- iii. The Dean may, under intimation to the Treasurer/Director Finance and with the approval of Vice Chancellor, open official bank accounts for his DDF/ Research Projects under his Faculty and operate them in his official capacity as Dean. He shall be responsible for maintaining upto-date record and proper book keeping for all receipts and payments from the Faculty's accounts. Further he will submit annual statement of accounts to the Treasurer / Finance Director with detail heads under the two signatures.
- iv. The Dean shall coordinate and forward to Treasurer/Director Finance the programmes of study tours, field trips and excursions of students of the teaching departments of his faculty for seeking approval of the Vice Chancellor.

13. HEAD of the Teaching department or other Section.

- i. The Head shall have powers to sanction expenditure out of DDF placed at his/her disposal as per DDF Rules;
- ii. The Head may, under intimation to the Treasurer/Director Finance and with the approval of Vice Chancellor, open official bank accounts for his department/unit and operate them in his official capacity as Head of the unit. He shall be responsible for maintaining upto-date record and proper book keeping for all receipts and payments from the department /center /college /school /institute / units accounts.
- iii. Procurement from DDF will be made as per DDF Rules;
- iv. The Head shall arrange for the physical verification of the furniture and equipment of his/her department/unit and laboratories every year and submit a report to the Treasurer/Director Finance.
- v. The Head may write off any loss of property, if the amount involved on a single item does not exceed Rs. 5,000/- subject to a maximum of Rs. 60,000/- in a financial year on the condition of proper enquiry into the loss of property. The maximum limit of write off may be increased by the Syndicate from time to time.



14. University Budget, and its Format

- i. The University's annual budget is a detailed planning of activities involving financial aspects, which enables the University to exercise an effective control over the actual expenditure, which is measured against the budgeted targets and thus provides a useful guidance in planning the future financial activities of the University.
- ii. The Revised Budget shall be based on the actual expenditure of 9 months from 1st July to 31st March of the year and probable figures from 1st April to 30th June. The revised estimates shall form part of the budget format and shall be placed before the Finance & Planning Committee and the Syndicate along with the proposed budget for the ensuing year.
- iii. The HEC's budget format (proforma) shall be adopted for the recurring budget of the University for All Relevant Heads of the income and expenditure.



CHAPTER-4

15. Delegation of Financial Powers

The officers of the University mentioned below shall exercise the following financial powers:

S.No	Head of Expenditure	Name of Authority	Extent of delegation
15.1	Pay & Allowances	Vice Chancellor Registrar	Full Powers Delegated Powers
15.2	Scholarships & other Awards to Students	Vice Chancellor	Full Powers
15.3	Remuneration/honorarium to part-time teachers/employees	Vice Chancellor	Full Power
15.4	Cash Awards for meritorious service	Syndicate Vice Chancellor	Full Power Delegated Powers
15.5	Other awards scholarships for M.S/PhD studies abroad	Syndicate Vice Chancellor	Full Power for both local foreign. Delegated Powers – inland scholarships only.
15.6	Pension & Gratuity	Vice Chancellor Treasurer/Director Finance	Full Power Delegated Powers
15.7	Expenditure on foreign trainees in Pakistan and (Short courses abroad)	Vice Chancellor	Full Power
15.8	Loan to Employees (out of revolving Fund)	Vice Chancellor Loan Committee	Full Power Full Power
15.9	Laboratories Expenses & contingencies	Vice Chancellor Treasurer	Full Power Up to Rs. 100,000/-
15.10	Payment of Audit Fee	Vice Chancellor	Full Power
15.11	Rent for Residential building (requisition etc)	Vice Chancellor Registrar	Full Power Delegated Powers
15.12	Conduct of Examinations		
15.13	Remuneration /Secrecy Payment	Vice Chancellor Controller of Examination	Full Powers Delegated Powers
15.14	Printing of Question Papers	Vice Chancellor Controller of Examination	Full Powers Delegated Powers
15.15	Miscellaneous Advances for examination	Vice Chancellor Treasurer/Director Finance	Full Powers Rs. 100,000.00

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S.No	Head of Expenditure	Name of Authority	Extent of delegation
Purchase of Durable Goods			
15.16	Machinery & Equipment	Vice Chancellor Treasurer/Director Finance	Full Powers Rs. 100,000.00
15.17	Transport	Vice Chancellor	Full Powers
15.18	Furniture & Fixture	Vice Chancellor Treasurer/Director Finance	Full Powers Rs. 100,000.00
15.19	Sports materials	Vice Chancellor Treasurer/Director Finance	Full Powers Rs. 50,000 .00
15.20	Feasibility Studies	Vice Chancellor	Full Power
15.21	Holding Survey Camps	Vice Chancellor	Full Power
15.22	Research Project	Vice Chancellor	Full Power
15.23	Students project works	Vice Chancellor Treasurer/Director Finance	Full Powers Rs. 50,000.00 for each deptt.
Repair & maintenance of durable Goods			
15.24	Transport	Vice Chancellor Treasurer/Director Finance	Full Powers Rs. 100,000.00
15.25	Machinery & Equipment	Vice Chancellor Treasurer/Director Finance	Full Powers Rs. 100,000.00
15.26	Furniture & Fixture	Vice Chancellor Treasurer/Director Finance	Full Powers Rs. 100,000.00
15.27	Building (AM&R)	Vice Chancellor Treasurer/Director Finance Director Works	Full Powers Rs. 100,000.00 Rs. 50,000.00
15.28	Tech: sanction of Estimates of Works	Vice Chancellor Treasurer/Director Finance	Full Powers Rs. 100,000.00
15.29	Commodities & Services		
15.30	T.A. to Staff	Treasurer/Director Finance	Full Power
15.31	T.A for Exam duties	Controller of Exams	Full Power
15.32	Transportation of Goods	Treasurer/Director Finance	Full Power
15.33	P.O.L. charges	Vice Chancellor Treasurer/Director Finance	Full Powers Delegated Powers

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S.No	Head of Expenditure	Name of Authority	Extent of delegation
15.34	Students Study Tour	Vice Chancellor Treasurer/Director Finance	Full Powers Rs. 50,000.00 in each case
15.35	Conveyance charges	Treasurer/Director Finance	Full Powers
15.36	Postage & Telegrams (Telephones & Trunks)	Vice Chancellor Treasurer/Director Finance	Full Powers Full Powers
Utilities			
15.37	Gas, Electricity, Water & others	Vice Chancellor Treasurer/Director Finance	Full Powers Full Powers
15.38	Office Stationery	Vice Chancellor Treasurer/Director Finance Addl. Treasurer	Full Powers Rs. 100,000.00 Rs.10,000.00
15.39	Printing	Vice Chancellor Treasurer/Director Finance Addl. Treasurer/Addl. Director Finance	Full Powers Rs. 100,000.00 Rs. 10,000.00
15.40	Newspapers and Books etc	Vice Chancellor Treasurer/Director Finance	Full Powers Rs. 100,000.00
15.41	Litigation Charges	Vice Chancellor	Full Powers
15.42	Fairs Exhibitions etc	Vice Chancellor	Full Powers
15.43	Publicity and advertisement	Vice Chancellor Treasurer/Director Finance	Full Powers Rs. 100,000.00
15.44	Chemicals Glassware	Vice Chancellor Treasurer	Full Powers Rs. 50,000.00
15.45	Subsidies	Vice Chancellor	Full power
15.46	Unforeseen	Vice Chancellor Treasurer/Director Finance	Full Powers Rs. 50,000.00
15.47	Insurance of Labs/Vehicles	Vice Chancellor Treasurer/Director Finance	Full Powers Delegated Powers
15.48	Amenities (Students)	Vice Chancellor Treasurer/Director Finance	Full Powers Rs. 50,000.00
15.49	Entertainment & Gifts	Vice Chancellor Treasurer/Director Finance	Full Powers Rs. 50,000.00
15.50	Contribution to other institutions	Syndicate	Full Powers

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S.No	Head of Expenditure	Name of Authority	Extent of delegation
		Vice Chancellor	Rs. 100,000.00
15.51	Re-appropriation	Syndicate Vice Chancellor	Full Powers Rs. 100,000.00
15.52	Advance for specific items	Vice Chancellor Treasurer/Director Finance	Full Powers Rs. 50,000.00
15.53	Approval of Recoupment of advances	Vice Chancellor Treasurer/Director Finance	Full Powers Rs. 50,000.00
15.54	Refund of fees & students security Exam fee, etc	Treasurer/Director Finance	Full Powers
15.55	Other Refunds	Treasurer/Director Finance	Full Powers
15.56	Labour Charges (daily wages/Work charge Estt)	Vice Chancellor Treasurer/Director Finance	Full Powers Full Powers
15.57	G.P. Fund advance	Treasurer/Director Finance Addl. Treasurer/ Addl. Director Finance	Full Powers Full powers from BPS – 1 to BPS -16
15.58	Final payment of G.P. Fund	Treasurer/Director Finance Addl. Treasurer/ Addl. Director Finance	Full Powers Full powers from BPS – 1 to BPS -16
15.59	Medial (Reimbursement) charge	Vice Chancellor Treasurer/Director Finance	Full Powers Rs. 50,000.00
15.60	Write-off/waive-off unserviceable articles/Losses	Syndicate Vice Chancellor Treasurer/Director Finance	Full Powers Rs. 100,000.00 Rs. 50,000.00
15.61	Approval for auction /sale disposal of assets	Syndicate Vice Chancellor	Full Powers Rs. upto Three Million
15.62	Acceptance of tenders of works and supplies	Vice Chancellor Treasurer/Director Finance Director Works	Full Powers Rs. 100,000.00 Rs. 100,000.00
15.63	Appointment of work charge staff	Vice Chancellor	Full Powers

16. Delegation of Financial Authority:

- i. The Vice Chancellor has the right to delegate all or part-of the delegated authority within Approved Budget to Treasurer/Director Finance under intimation to Finance & Planning Committee and Syndicate.

CHAPTER-5**RECORDING OF TRANSACTIONS, RECEIPTS, PAYMENTS
AND BALANCE & RECONCILIATION****17. Receipt**

- i. All the receipt should be through bank and cash transactions is avoided. In any unavoidable circumstances any cash received will be deposited in a prescribed bank account immediately.
- ii. All money received with in the University Bank Account shall be analysed date-wise and recorded in Main Cashbook.
- iii. Deposits of cheques, bank drafts and cash, if any, will be made through pay in slip after issuing proper printed receipt duly numbered under the custody of the Accountant/Cashier. A brief description regarding the nature of receipt will also be noted on the counterfoil.
- iv. Cheques, Bank Draft or any such instrument deposited into bank for clearing must immediately be entered in Cash book without waiting for credit or clearing by the bank and monthly reconciliation be made to ascertain the unclear/outstanding Cheques, Bank Drafts etc.
- v. The Cashier will ensure that the Bank statements along with the copy of the counterfoils are received /recorded on daily basis.
- vi. Accounts of interest/profit credited by the bank will be properly checked and differences in rates or amounts shall be pursued with the bank till their settlement.

18. Payments / Expenditures

- i. All cheques issued shall be entered on the credit side of the Cash Book giving full particulars of the payment in serial order.
- ii. Postings from Cash Book to the Expenditure Ledgers will be made in the light of audited payment orders and vouchers, which will be totalled on monthly basis.
- iii. No over-writing and erasures will be allowed in the Cash Book. In case of any corrections, the incorrect entry will be corrected with proper initials of the Superintendent Accounts or the Assistant Director Finance or Treasurer/Director Finance as the case may be.
- iv. Under no circumstances blank cheque shall be signed by any of the signatories.
- v. On receipt of a fresh chequebook from the bank, the numbers of cheques contained therein will be counted before its acknowledgement is signed and sent to the Bank.
- vi. The counterfoils of the used chequebooks will be preserved and kept in safe custody.
- vii. Copies of letter containing standing instructions will be filed properly and kept under the custody of Treasurer/Director Finance or any other authorized officer.
- viii. The Bank's advices of direct debit / credit will be obtained and adjusted in the Cash Book and relevant ledgers.



19. Balancing and Reconciliation

- i. The Bank Balances at the end of each month will be reconciled with the Bank Ledger and a reconciliation statement will be prepared by the Accounts Section. Uncashed cheques, if any, which remain outstanding for long will be brought to the notice of the Treasurer/Director Finance.
- ii. A certificate will be obtained from the Bank certifying the balances in each account at the close of the financial year.

20. Main books of Accounts

All required books shall be maintained in the Treasury Office to maintain proper record and to support accounting software in line with the requirements of International Accounting Standards.

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CHAPTER-6**21. Preparation and Processing of pay bills of Establishment**

- i. The Registrar Office will intimate to the Treasurer/Director Finance all appointments, promotions, resignations and terminations of the staff. For every employee a file will be maintained to depict any change in his status and pay scale.
- ii. The Establishment Section / department will prepare the pay bills, from the Establishment Check Register (ECR) of all employees working in different administrative sections and all teachers working in teaching departments of the University. These bills will be sent to the Treasury / Finance Wing on the 22nd of each month for processing and payment on payday.
- iii. The Accounts Section of the Treasury / Finance Wing shall scrutinize these bills and will ensure that:
 - a. All changes made in pay bills have been duly supported by the order of the Competent Authority: and
 - b. various deductions from the salaries.
- iv. Appropriate deduction for leave without pay and absence, leave on full pay, leave on half pay, if any, shall be made on the advice of the Establishment Section, which receives such information direct from the concerned department and will be responsible for maintaining employee's personal files.
- v. The pay bills summary shall be pre-audited by the University auditors before sending them to the Treasury / Finance Wing for preparation of cheques. The Accounts Section will prepare cheques / bank transfer vouchers for all employees. The Salary will not be disbursed to a person other than the concerned employee, unless he authorizes his representative in writing and the written request is duly approved by the Treasurer/Director Finance.



CHAPTER-7**CONTINGENCIES FOR TEACHING DEPARTMENTS ETC,
CENTRES, COLLEGES, SCHOOLS, ADMINISTRATIVE SECTION
AND ADVANCES FOR SPECIFIC PURPOSES****22. Advances for specific purposes.**

- i. An advance may not be drawn unless it is immediately required. It will be the responsibility of the authority sanctioning advance to assess the need of advance. When a requisition for a general advance is made for certain specific expenses, the Treasurer/Director Finance with the approval of the Competent Authority may allow the advance to the requisitioner.
After issuance of the Advance, Advance holder will be responsible for:
 - a. incurring of expenditure for which advance is drawn;
 - b. completing all codal formalities;
 - c. submission of statement of expenses duly supported by Cash memos and other evidences within one month of issuance of advance for adjustment;
 - d. deposition of excess amount into University account;
 - e. deduction of all relevant taxes before making payment;
 - f. completing the expenditure within the limit of the advance granted;
 - g. Return of cash (advance), if not utilized within 15 days of the issuance. In such case Advance holder will render certificate justifying the reason for non-incurrence of expenditure.
- ii. In case of failure of rendering the adjustment up to three months, deduction/recovery will be made from the salary of the advance holder with the approval of Vice Chancellor.



CHAPTER-8**23. Research Funds**

The Research funds will be allocated and regulated as prescribed.



CHAPTER-9**24. Examination Secrecy Fund**

- i. The Treasurer/Director Finance with the approval of the Vice Chancellor shall release advance funds to the Controller of Examinations for payment to examiners. In order to maintain complete secrecy of the examiners, no one of the Treasury / Finance Wing shall be involved in the process of payments of examiners and all personnel involved in Secrecy.
- ii. The Controller of Examinations shall have the power to open and operate a Bank Account for the Secrecy Fund released by the Treasury / Finance Wing and shall be required to maintain a proper cash book and other relevant items of book keeping.
- iii. The Controller of Examinations shall have full powers to sanction and pay the claims of the paper setters and script checkers with the approval of Vice Chancellor.
- iv. After at least one year of the payment the record of the Secrecy fund shall be audited by internal audit section or person(s) to be appointed by the Vice Chancellor, after audit they will give a certificate to the effect that the record has been maintained in proper order and the payment made was correct and a fit charge on the Secrecy fund.
- v. The certificate of the audit shall be forwarded to Treasurer/Director Finance who shall submit it to the Vice Chancellor for seeking his approval to book the expenditure and adjust the account against the advance released by the Treasurer/Director Finance in favour of the Controller of Examination.
- vi. In case the Audit finds some discrepancy / shortcoming in the Secrecy Fund, the Controller of Examination will be held responsible. A report to this effect shall be submitted directly to the Vice Chancellor who may take necessary corrective action thereon.



CHAPTER-10**25. Procurement of Stores, Tenders and Quotations**

- i. Subject to any special rule or order of the Syndicate/Vice Chancellor applying to any particular department, an authority of the University, which is competent to incur expenditure may sanction the purchase of stores required for use in the University/Department /Section /Hostels in accordance with the provision contained in these Rules. Such purchases are also subject to the usual restriction regarding the necessary appropriation and to any monetary limits and other conditions prescribed generally or in regard to specific articles or classes or articles. Powers delegated to the University's Purchase Committee, heads of teaching departments/workshops, Dean, Registrar, Treasurer/Director Finance, Controller of Examinations, Director Works, and other responsible officials are clearly laid down and all purchases in the University should be regulated in strict conformity with these Rules.
- ii. All the Purchases will be made under strict compliance of the KPPRA/PPRA rules.
- iii. For this purpose the Procurement officer, being the In-charge of the store purchase section, with the help/approval of Treasurer/Director Finance, shall coordinate the requirements of various departments and sections and shall plan its procurements with due consideration to transparency, economy, efficiency and timeliness, and shall ensure equal opportunities to all prospective bidders in accordance with Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services Rules (as amended from time to time).
- iv. Procurement Officer shall forward the proposed procurement, consolidated demands of all the department/section, duly recommended by the Purchase Committee to the Treasurer with estimated amount. On the recommendation of Procurement Officer/Purchase Committee, Treasurer after checking the budgetary estimates put up the case to the Vice Chancellor for activity approval. After getting activity approval the case will be forwarded to the Procurement Officer for procurement of goods and or services as per Khyber Pakhtunkhwa Public Procurement of Goods, Works and Services Rules.
- v. The Procurement Officer, being In-charge of the store purchase section and Secretary of the Purchase Committee will primarily be responsible for the procurement of all items as per provision in the budget including consumable stores, office equipment, furniture, fixed assets, chemicals and glass wares, computers, items of sanitary, hardware, electrical good, appliance, timber and other stock and non stock supplies for the University.
- vi. In case of stock items the Store Section will raise the "PURCHASE REQUISITION" whereas for non-stock items to be purchased for the University a request for sanction of expenditure will be prepared by the requisitioning department. The Treasurer/Director Finance after its checking and scrutiny by the Budget and Accounts section will prepare a complete case showing the Budgetary code, head of expenditure, provision and balance under the code and will submit the case to the Competent Authority for obtaining proper approval.



- vii. After approval of the Competent Authority is obtained the Treasurer/Director Finance will advise the Procurement Officer/Store Section to commence the formalities required for the purchase in question.
- viii. The Procurement Officer shall prepare and maintain lists of approved firms, contractors and other suppliers, and keep the Vice-Chancellor & Treasurer informed whenever a new agency is enlisted. The firms enlisted must be of good standing and actually doing business and physically existing in the market with definite business premises and not by label only.
- ix. All agreements by or on behalf of the University shall be signed by the Registrar and attested by two witnesses and shall bear the seal of the University and shall be executed in such forms as would bind him as if it were made on his own behalf and may in the like manner and form be varied and discharged.
- x. All agreements shall be written on a stamp paper of appropriate value and shall, where necessary be registered under the law in force for the registration of documents.

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CHAPTER-11

UNIVERSITY PURCHASE COMMITTEE, DEPARTMENTAL PURCHASE COMMITTEE AND RECEIPT OF STORES AND PAYMENTS OF BILL

26. University Purchase Committee

- i. The University shall have a "University Purchase Committee" to be formed by the Vice Chancellor comprising the following:

Dean/Officer (BPS- 19 or above) Convener

Two teachers or Officers working in
any department or office to be nominated
By the Vice Chancellor Member

Head of the department or section for which
the items are being purchased shall be the
ex-officio member. He may however nominate
any other senior teacher/officer of his department. Member

Treasurer/Director Finance Member

Additional Treasurer/Deputy Treasurer Member

Procurement Officer/ Asstt. Treasurer(Procurement) Secretary/Member

- ii. The term of the Committee shall be one year. The Vice Chancellor, however, is competent to dissolve it at any time during its term and constitute a new Committee for the remaining term. The Vice Chancellor may also extend the term of an existing Committee for any period.
- iii. Quorum for spot purchase shall be Five members including the Convener. If the purchase is meant for a particular department one of the two members must be the Chairman of the department concerned or his nominee. A nominee of the Treasurer/Director Finance shall invariably accompany the Committee in all purchase as assistant to the Purchase Committee.
- iv. If due to any reason the convener is not in a position to accompany the Committee, the Vice Chancellor shall nominate any of the members to act as Convener for any spot purchases in the market.
- v. The Committee may when allowed by the Competent Authority visit the market and look for required items in the market. Market means markets/shopping centres and stores situated anywhere in Pakistan.
- vi. The Purchase Committee shall make a survey of the products in the market, study the supply position compare and assess the rates prevailing in the market, determine the quality of products, their brand and manufacturing mark etc. The

- Committee after satisfying itself with the rates quality and genuineness of the product may place orders with any firm.
- vii. If the Committee has been given an "ADVANCE" for such purchase it shall have the authority to make full payment on the spot to the supplies against delivery of goods or service by obtaining proper cash memo of the amount and after deduction of all applicable taxes.
 - viii. When goods are received in the University normal procedure of stock taking and issuance shall be adopted as prescribed under these Rules.
 - ix. After completing the process of stocktaking the Convener Purchase Committee shall render proper accounts of expenditure showing the details of items purchased, their rates, total cost, the unspent balance and the stock entries. The unspent amount shall be immediately refunded and the refund slip shall be attached and submitted with the rest of the vouchers for adjustment.
 - x. The Account will be adjusted only when the Vice Chancellor approves it.
 - xi. When the Account is approved by the Competent Authority "Journal Voucher" for booking the actual expenditure shall be prepared and submitted to Audit. When the voucher is passed by Audit, a transfer entry to this effect shall be recorded in the cashbook and the expenditure will be posted to the expenditure ledger.
 - xii. In order to avail themselves of the economies of bulk purchases the heads of the department sections and hostels etc. shall submit their requirements at least 3 months in advance to the Treasurer/Director Finance.

27. Departmental Purchase Committee

- i. Each department of the University shall have a Departmental Purchase Committee to be constituted by the Dean of the Faculty where applicable and in all other cases by the Vice Chancellor consisting of a Convener and three members, at least two from the staff of the department.
- ii. The Department Purchase Committee shall arrange for the purchase of items out of contingency fund of the department.
- iii. Purchase beyond Rs. 50,000.00 may be made in the market by the Department Purchase Committee, following the same course as is prescribed for the University Purchase Committee.



CHAPTER-12**RECEIPT OF STORE AND PAYMENTS OF BILL****28. Receipt of Stores**

- i. On the receipt of stores, the Purchase Committee shall examine, count, measure or weigh, as the case may be, when the delivery is taken. The Committee shall record a certificate to the effect that the quantities are correct and their quality is good. The Store Officer receiving the items shall also be required to fill up a "Material Receiving Report" to certify that he has actually received the materials and recorded them in the appropriate Stock Registers.
- ii. In case the goods have been purchased on the request of a specific department, the store officer will immediately inform the requisitioning department and dispatch the goods along with "Departmental Material Receiving Report" in triplicate. The requisitioning department will return two copies to the Store section acknowledging the receipt of goods. On receipt of "Material Receiving Reports" back from the requisitioning department, the store officer shall attach one copy to the supplier's bill and preserve the second copy for record purposes showing the issue of goods to the department concerned. Necessary entries in the issue register shall also be recorded.
- iii. Each department shall maintain suitable registers to record receipt and issue of consumable items. The receipt shall be recorded from the copy of Material Receiving Report (Departmental) along with the goods taken over from the Main Store. These registers will be made available to audit for inspection as and when required.
- iv. For non-stock items each department shall maintain a departmental stock register in order to exercise an effective control over the assets and to facilitate their physical verification as and when required. Entries into the department Registers shall be made from the copies of Material Receiving Report or Gift-Advice received from the Store Section. A proper inventory of stock shall be maintained in all the departments showing the number of assets received, the number of assets disposed off (by transfer, sale and loss etc) and the balance of each kind of article.
- v. For contingency items a separate register shall be maintained to record the receipts, issues, and losses pertaining to contingency of the department.
- vi. If an asset is gifted to the University, the receiving department will prepare a "Gift Receiving Advice" in triplicate and send one copy each to store section and Treasury / Finance Wing for stock entries of gift in the relevant stock registers. The receiving department will retain one copy of advice for its record and will enter the gift in the departmental stock register.

29. Payment of Bills

- i. When the bills are submitted by the suppliers / service providers for the supplies / services made to the University, the Purchase Committee with the assistance of



the procurement Officer shall forward the bills to the Treasurer/Director Finance. The bills must be supported by the following documents:

- (a) Copy of Activity approval/sanction;
 - (b) Copy of Advertisement in newspaper, if applicable.
 - (c) Tender Documents;
 - (d) Comparative Statement;
 - (e) Copy of CDR of successful bidder;
 - (f) Contract Agreement;
 - (g) Performance Guarantee, if any,
 - (h) Work/supply order;
 - (i) Delivery Challan;
 - (j) Inspection Report;
 - (k) Stock entry;
 - (l) Verified bill;
- ii. The Treasurer/Director Finance shall arrange payment from the relevant head with assistance of Budget and Accounts Section on receipt of bills complete in all respect. If the amount is within the limits of the original sanction already accorded by the Vice Chancellor, or any other Competent Authority, the Treasurer/Director Finance shall be competent to sign and pass payment order without seeking a duplicate reference for sanction of the Vice Chancellor / Competent Authority.
- iii. When the amount of bill exceeds the original sanction due to certain genuine reasons to be recorded on the bill by the Purchase Committee, a revised sanction will have to be obtained from the Vice Chancellor / Competent Authority.
- iv. Security, General Sale Tax and Income Tax at the rate prescribed by the Government shall be deducted from the bill to ensure the performance of the contract. The Vice Chancellor may however waive off the condition of deduction of security in special and unavoidable cases.

30. Books of Main Store

- i. The following books shall be maintained in the Main Stores of the University.
- (a) Stock Register Machinery & Equipment
 - (b) Stock Register Apparatus and Equipment
 - (c) Stock Register Furniture
 - (d) Stock Register Consumable
 - (e) Stock Register Any other Items
 - (f) Issue Register Non Stock Item
 - (g) Issue Register Stock items
 - (h) Scrap Register
 - (i) Disposal Register




31. Issue of Stock and Physical Verification

- i. When materials are issued from stock for departmental use, the Store Officer shall see that an indent on the prescribed form has been made by a properly authorized person and examine it carefully with reference to the orders or instruction for the issue of stocks. When materials are issued a written acknowledgement shall be obtained from the person or his authorized agent to whom they are ordered to be delivered or dispatched.
- ii. A physical verification of all stock shall be made at least once in every year and certificate or verification of store with its result should be recorded thereon.
- iii. Verification must always be made in the presence of officer responsible for the custody of the stores or of a responsible person dispatched by him.
- iv. All discrepancies, shortage and damage as well as unserviceable stores shall be reported immediately to the Treasurer/Director Finance for taking up the matter with the Competent Authority to write off the losses or order for fixing the responsibility. Full justification and reasons shall be given while declaring a stock item unserviceable.



CHAPTER-13**ANNUAL MAINTENANCE AND REPAIRS OF BUILDING
& INFRASTRUCTURE****32. Annual maintenance and repairs of building and infrastructure**

- i. The University shall incur expenditure on the preservation of its building and structures under the classified head of "University Building Residential Building Hostels and other Structures & Minor Works". The University building includes academic blocks and classrooms, laboratories, workshops, library, cafeteria, offices and sections. Residential buildings consist of staff residence of categories of employees and hostels, and the buildings meant for lodging and boarding of students and teachers. "Other structures" include all roads and those buildings and infra structures which cannot be covered in the three aforementioned classifications. They also include minor works for which separate and individual estimates are made by the Directorate of works and approved by the Vice Chancellor or the Treasurer/Director Finance as the case may be.
- ii. The Director of Works shall work out and prepare a detailed estimate of quantities of items under all the classified heads of expenditure except minor works. The estimates so prepared shall be submitted to the Treasurer/Director Finance who shall check the proposed estimate of expenditure with the budget provision and process it for obtaining, in the first instance, the concurrence and administrative approval of the Vice Chancellor. When the Vice Chancellor accords approval, the Treasurer/Director Finance shall issue proper administrative approval, which will be communicated to the Director of Works.
- iii. Consequent upon the issuance of administrative approval by the Treasurer/Director Finance, the Director of Works shall call tenders for items and quantities approved by the Vice Chancellor.
- iv. Tenders must be invited in the most open and public manner possible or by advertisement in the press after the estimate has been approved and the amount has been sanctioned by the Vice Chancellor.
- v. Tenders may be opened by the Director of works in the presence of the University Works Committee.
- vi. In-case the lowest tender is not recommended for acceptance, reasons should be recorded in writing. In selecting the tender to be accepted, the financial status of the individuals and firms tendering should be taken into consideration with all other relevant factors.
- vii. The Vice Chancellor may appoint a "WORKS COMMITTEE" to scrutinize and check the tenders received for works and make necessary recommendation thereon. Total estimate shall be based on the tenders and rates recommended by the Director of Work/Works Committee, which will be forwarded to the Treasurer/Director Finance for obtaining specific sanction of expenditure and approval of rates from the Vice Chancellor. When the rates are approved and the amount involved is sanctioned, the Treasurer/Director Finance shall issue proper "SANCTION OF EXPENDITURE". Depending upon the nature of works, the



- Vice Chancellor may appoint Project Committee for execution of a work departmentally.
- viii. After receiving the sanction of expenditure, the Director of Works shall issue "work order" to the Contractors and advise them to execute proper agreement with the University on proper stamp papers.
 - ix. The agreement with the approved contractors must be in writing and signed by the Director of Works and the contractors, after the Competent Authority approves it. The agreement should state the quantity and quality of the works to be done, the specification to be complied with, the time within which the work is to be completed, the conditions to be observed, the security to be put in, and the terms upon which the payment is to be made and penalties to be imposed. It should contain provision necessary for safeguarding the property entrusted to the contractors.
 - x. The terms of a contract entered into should not be varied without the prior consent of the Vice Chancellor or any other Competent Authority.
 - xi. Security for due fulfillment of the contract shall invariably be taken. The security may take the form of cash or call deposit at the prescribed rate generally adopted in government contracts. The Vice Chancellor however, is empowered to permit or condone deviations from the condition of all deposit/security deposit in specific cases where such deviations are unavoidable.
 - xii. Addition and excess though necessary while a work is in progress which are not fairly contingent on the proper execution of work is sanctioned, must be covered by a revised estimate accompanied by a full report of the circumstances which rendered it necessary.
 - xiii. When excess over a sanctioned estimate is foreseen and there is likely to be unavoidable delay in preparation of a Revised Estimate, an immediate report of the circumstances shall be submitted to the Treasurer/Director Finance or Vice Chancellor whose sanction will ultimately be required. When a revised estimate is submitted, it must be accompanied by a statement comparing it with the original sanction of the Vice Chancellor and by a report showing the progress made up-to-date and the total of the sanction amount required including the revised amount.

33. Contractors bills

- i. No payment to any contracting firm shall be allowed unless the work carried out is measured and recorded in the Measurement Book (M.B). The Director of Works of the University must record in the Measurement Book on the spot and bills of the Contractors shall be prepared on the authority of such measurements.
- ii. The bill and the Measurements Book duly signed by the Director of Works shall be submitted to Treasurer/Director Finance for payment to the contractors. The Director of Works shall record a certificate to the effect that all the measurements, quantities, rates and calculations have been checked in detail by him, compared and found correct according to the approved rates and that he thus holds himself responsible for all payment made on this basis by the Treasurer/Director Finance.
- iii. On receiving the bill, the Treasurer/Director Finance shall process it for payment by first presenting it for pre-audit to the University Auditor. Security and income



tax at the prescribed rates and other deduction as the Directors of Works may in time, shall be retained from the bills. All the running bills shall be processed for payment on the certificate of the Director of Works but the final bill must accompany an Inspection Report of the committee to be appointed by the Vice Chancellor.

- iv. Generally, the Treasurer/Director Finance may pay the bills if they are within the limits of the sanctioned amount and estimate approved by the Vice Chancellor and duplicate reference to Vice Chancellor for seeking individual sanctions for each running bill will not be required. If the running bill exceeds the sanctioned amount and the approved estimate, it will be necessary to seek the approval and sanction of the Vice Chancellor, which is a must for any payment on final bill.
- v. The Treasury / Finance Wing shall maintain a proper Contractor's ledger, debits and credits on this account must be recorded and preserved.



CHAPTER-14**DEVELOPMENT WORKS AND PROJECT****34. Development Works and Projects**

- i. Development Works & Projects shall be a Major Head of Account. A separate set of Account books shall be maintained for Development Works and projects and shall not be mixed with the transactions of Recurring Budget or any other fund/grant of the University.
- ii. The Vice Chancellor shall have full powers to accord Technical Sanction to "Estimates of Works" prepared for development Projects and schemes of the University.
- iii. The Vice Chancellor may appoint Consultant, Architect and other relevant professionals for consultation and providing technical opinion, advice and guidance on important developmental works of the University and fix their fee and remuneration etc. depending upon the nature of works, the Vice Chancellor may also appoint a Project Committee for execution of developmental works, departmentally.
- iv. The procedure for calling tenders and payments of contractors bill shall be same as given in clause 14.2.0 of these Rules.



CHAPTER-15

SALES, DISPOSAL, AND WRITING OFF
STORES AND PROPERTIES

35. Sales, disposal and writing off stores

- i. Prior sanction of the Vice Chancellor or a Competent Authority shall be obtained to write off losses and deficiencies in Stores.
- ii. Stores, which are reported to be obsolete, surplus or unserviceable, may be disposed off by sale or otherwise, as directed by the Vice Chancellor or any Competent Authority.
- iii. The Head may write off any loss of articles if the amount involved on a single item does not exceed Rs. 5000.00 subject to a maximum of Rs 60,000.00 in a financial year, with the condition of independent enquiry through proper channel into the loss of items.
- iv. Assets beyond economical repairs in the departments and hostels shall be transferred to the main store for the sale, auction / scrap a fixed Assets Retirement Advice will be prepared by the transferring department /hostel in triplicate and sent to the store along with the article. The store section will acknowledge the receipt of the article on such advice and will return one copy to the department /hostel concerned and dispatch the second copy to the Treasurer/Director Finance. The transferring department will delete the items from its departmental stock register. The main store shall maintain the register of condemned articles to be called scrap register.
- v. When an Asset is to be sold/auctioned with prior approval of the Vice Chancellor, the Survey/Inspection Committee shall be responsible for the disposal through sale/auction. The committee shall decide the mode of sale/auction. The Committee shall prepare a statement of bidders with their rates and make necessary recommendations to the Vice Chancellor.
- vi. Authority of approval rests with the Vice Chancellor for assets valuing up to three Million Rupees. When the Value of assets is more than three million rupees, final approval lies with the syndicate.
- vii. The Vice Chancellor, however, if satisfied with the procedure, codal requirements and sale price, may in anticipation of approval of Syndicate allow the disposal of assets beyond two million Rupees. A case of disposal shall, however, be prepared and placed before the Syndicate in its next meeting for obtaining the final approval. When the asset is disposed of it shall be deleted from the stock and recorded in detail in the Disposal Register maintained in the main store. A disposal advice shall be submitted to Treasurer/Director Finance to delete the asset from the record.



CHAPTER-16

AUDIT AND INTERNAL CHECK

36. Audit and internal check

- i. The Accounts of the University shall be maintained in the manner prescribed in these Rules.
- ii. No expenditure shall be made from the fund of the University (excluding private deposits) unless a bill for its payment has been pre audited by the University Auditors.
- iii. The Accounts of the University shall be audited once a year in conformity with these statutes / Rules by government Auditors appointed by the Director General, Audit, Govt. of Khyber Pakhtunkhwa.
- iv. The observations of Government Auditors, together with such annotations as the Treasurer/Director Finance may make shall be presented to the Syndicate. The Syndicate shall be the final authority to settle the paras raised by the Auditors in the Audit Note, to drop them or order further necessary action thereon. For this purpose the Syndicate may formulate and delegate its powers to a committee to be called " University Audit and Accounts Committee" to deal with the Audit Report prepared by the Auditors appointed by the Director General Audit, Govt. of Khyber Pakhtunkhwa.
- v. The University may have an Internal Audit Cell with a proper section to work under the Treasurer/Director Finance.
- vi. The Internal Audit Cell be looked after by an officer designated as Incharge Internal Audit Cell (IIAC) working under the Treasurer/Director Finance.
- vii. The Internal Audit Cell shall check the accounts maintained in the teaching departments, hostels, offices, and other cost centres of the University and will report to the Treasurer/Director Finance who may report onward to the Vice Chancellor. However, before making any observation, the internal audit cell shall, discuss the matter with the concerned Head;
- viii. The Internal Check shall be carried out continuously on rotation basis and reports shall be submitted periodically to the authorities.
- ix. The Internal Check shall scrutinize important cases referred to it and shall make necessary recommendations to the Treasurer/Director Finance regarding the course of action to be followed or taking up the matter with the Vice Chancellor or any other Competent Authority. The Internal Audit Cell shall follow-up the queries raised and shall report unsettled cases to the Treasurer/Director Finance for onward reporting to the Competent Authority or any other appropriate course of action.
- x. The Internal Audit Cell shall be charged with the responsibility of looking into the Audit paras raised by the Inspection Team of the Director General Audit and shall prepare annotation to the Audit Notes.
- xi. The Internal Audit Cell in consultation with the University Auditors shall scrutinize and verify the Annual Statement of Accounts prepared by the Treasury / Finance Wing as per approved specimen in these Rules.

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xii. The Internal Audit Cell shall follow the following guidelines for its working:

37. Cash Book

- i. Whether certificate about pages of the Cash Book is recorded on the first page & signed by the Assistant/Deputy Treasurer/Deputy Director Finance.
- ii. Whether totaling of Cash Book on both sides has been checked.
- iii. Whether entry of Cash Book bears initials of Assistant Treasurer/Director Finance.
- iv. Whether payment side has been checked with the paid Vouchers.
- v. Whether random check has been carried out of cash balance with the Cash Book.
- vi. Whether any balance, lying in cash as un-disbursed for more than 3 months, has been refunded to the University Fund.

38. Financial /Cash Matters

- i. Whether expenditure control is maintained.
- ii. Whether expenditure is incurred within the Budget Provision.
- iii. Whether monthly watch is kept on the expenditure.
- iv. Whether TA is paid according to Rules.
- v. Whether register of Advances maintained regarding House Building Advance, for the purchase of plot Motorcycle Advance, Car Advance, G.P. fund etc of for miscellaneous, purchase and recovery is watched.
- vi. Whether Income Tax is deducted from bill of suppliers.
- vii. Whether payment of conveyance/taxi charges are paid within the prescribed scale.
- viii. Whether all bills of stores (stock and non-stock) bear stock entry and other certificates.



39. Financial Powers, Purchase etc.

- i. Whether purchases are made according to financial powers, budget provision both for consumable and non-consumable stores.
- ii. Whether honorarium, if any, is granted within the scale.
- iii. Whether accommodation is rented according to scales

40. Stock Registers

- i. Whether separate stock register for consumable stores and Dead Stock is maintained and Physical verification of dead stock is carried out.
- ii. Whether proper record of consumable stores is maintained and entries of stores checked.

41. Telephones

- i. Whether telephone is provided according to entitlement and with the approval of Competent Authority.
- ii. Whether monthly telephone charges (official and residential telephones) are within the ceiling.
- iii. Whether expenditure over and above the ceiling, if any, is recovered.
- iv. Whether recovery of private telephone trunk call has been effected.



42. STAFF CARS

- i. Whether the vehicles were purchased with the approval of Competent Authority and according to the laid down procedure.
- ii. Whether the staff Cars/Vehicles were used in accordance with the Rules.
- iii. Whether the Staff Cars Log Books were maintained.
- iv. Whether the mileages average is checked.
- v. Whether the entries were signed and purpose of journey indicated.
- vi. Whether recovery of charge for private use was made and deposited in the University fund.

43. Administration

- i. Whether appointments were approved by the Competent Authority.
- ii. Whether appointments were according to sanctioned strength.
- iii. Whether any appointment was made beyond superannuation.
- iv. Whether service book-Services were verified annually through pay bills.
- v. Whether list of persons, to be retired in the coming next two years was prepared.

44. PERMANENT ADVANCES(Petty Cash)

Permanent advances may be granted to officers who may have to make payments before they can place themselves in funds by drawing on the treasury. They are subject to the following rules:—

- i. The amount of the advance will be fixed by Vice-Chancellor, on the recommendation of Treasurer/Director Finance.
- ii. Applications for the grant or revision of a permanent advance must be submitted to the sanctioning authority through the Treasurer who will advise as to the appropriate amount of the advance. The applications for permanent advances



should be accompanied sufficient supporting document, e.g. detail of daily or monthly expenditure, to support the sanctioning of permanent advances. As these advances involve the permanent retention of money outside the treasury, they must not be larger than is absolutely essential.

- iii. These advances should not be multiplied unnecessarily. An officer's advances should meet the needs of every branch of his office. If he has subordinates who require petty sums, he should spare a small portion of his own advance for their use rather than apply for separate advances for them.
- iv. The advance is intended to provide, on the responsibility of the officer entrusted with it, for emergent petty advances of all kinds, though it is seldom that they will be needed for other than contingent charges;
- v. The holder of a permanent advance is responsible for the safe custody of the money placed in his hands and he must at all times be ready to account for the total amount of the money.

