

## **Standard Operating Procedures (SOPs)**

### **Accounts Section**

#### **1. VENDOR PAYMENTS-Domestic**

Activity	Required Working Days to Process
➤ Receipt of file complete in all respects from Stores & Purchase Section.	
➤ Checking and scrutiny of vendor/supplier file w.r.t Purchase order, Sanction Sheet, Receipt of material & Installation Report	4 day
➤ Audit of Payment Proposal above Rs 5.00 lacs	
➤ Passing of Payment (after receiving the file from Audit)	1 day
➤ Preparation of Bank Transfer letter & sending to the Bank	2 days
➤ <b>Total Cycle for processing the payment if all the documents are in order</b>	7 working days

#### **2. VENDOR PAYMENTS-Foreign**

Activity	Required Days to Process
➤ Receipt of file complete in all respects from Stores & Purchase Section and Audit.	
➤ Checking and scrutiny of file and processing of LC/TT documents	3 days
➤ Audit	
➤ Forwarding the LC/TT Documents duly signed to Bank (after receipt of file from Audit)	2 day
➤ <b>Total Cycle for processing LC/TT documents and submission to bank</b>	5 working days

#### **3. Employee Reimbursement Claims-Telephone/Mobile, Children Edu. Allowance etc.**

Activity	Required Days to Process
➤ Receipt of Claim complete in all respects	
➤ Checking and scrutiny of the claim along with availability of funds of budget in case of CPDA	4 day
➤ Passing of claim to the Employee and sending the same to Registrar's Office	
➤ Preparation of Bank Transfer letter for sign after receiving the claim from Registrar Office	1 day
➤ Forwarding the Bank Transfer Letter to the bank for payment	1 day
➤ <b>Total Cycle for processing the payment if all the documents are in order</b>	1 day 7 working days

#### 4. Employee Reimbursement Claims- CPDA

Activity	Required Days to Process
➤ Receipt of Claim complete in all respects	
➤ Checking and scrutiny of the claim along with availability of funds	4 day
➤ Passing of claim to the Employee and sending the same to Registrar's Office	1 day
➤ Passing of claim to the Employee and sending the same to Dean Faculty Affairs Office	
➤ Preparation of Bank Transfer letter for sign after receiving the claim from Registrar Office (after receipt of approval from DFAA)	1 day
➤ Forwarding the Bank Transfer Letter to the bank for payment	1 day
➤ <b>Total Cycle for processing the payment if all the documents are in order</b>	7 working days

#### 5. Medical Reimbursement Claims-Employees & Students

Activity	Required Days to Process
➤ Receipt of Medical bills complete in all respects	
➤ Checking and scrutiny of bills with CGHS rates	6 day
➤ Passing of the claim to the Employee and sending the same to Registrar's Office	2 day
➤ Preparation of Bank Transfer letter for payment to claimant and to Hospitals in case of students after receiving the claim from Registrar Office	2 day
➤ Forwarding Bank Transfer Letter to the bank for payment	2 day
➤ <b>Total Cycle for processing the payment if all the documents are in order</b>	12 working days

#### 6. Travel Reimbursement Claims-Employees & Students

Activity	Required Days to Process
➤ Receipt of TA Claim complete in all respects	
➤ Checking and scrutiny of TA claim including foreign trips w.r.t entitlement, Original Receipts, Boarding Passes and Copy of Approval etc.	3 day
➤ Passing of the TA claim and sending the same to Registrar's Office	1 day
➤ Preparation of Bank Transfer letter after receiving the claim from Registrar Office	1 day
➤ Forwarding the Bank Transfer Letter to the Bank for payment	1 day
➤ <b>Total Cycle for processing the TA claim if all the documents are in order</b>	6 working days

## 7. LTC Reimbursement Claims-Employees

Activity	Required Days to Process
➤ Receipt of LTC Claim complete in all respects	
➤ Checking and scrutiny of LTC claim w.r.t entitlement, Original Receipts, Boarding Passes, Copy of Approval etc.	4 day
➤ Audit of the LTC claim	
➤ Passing of the LTC Claim after Audit and sending the same to Registrar's Office	1 day
➤ Preparation of the Bank Transfer Letter after receipt of claim from Registrar office	1 day
➤ Forwarding the Bank Transfer Letter to the Bank	1 day
➤ <b>Total Cycle for processing the LTC claim if all the documents are in order</b>	7 working days

## 8. Fellowships/Scholarships bills

Activity	Required Days to Process
➤ Receipt of Fellowship / Scholarship bill complete in all respects after Audit	
➤ Checking and scrutiny of Fellowship / Scholarship bill	4 day
➤ Passing of Fellowship/Scholarship Bill and sending the same to Registrar's Office	1 day
➤ Preparation of Bank Transfer letter & Forwarding the bank transfer letter to the bank for payment after receipt of claim from Registrar office	1 day
➤ <b>Total Cycle for processing the Fellowship / Scholarship bill if all the documents are in order</b>	6 working days

## 9. Reimbursement Claims of Faculty /Staff (Recurring & Non-Recurring)

Activity	Required Days to Process
➤ Receipt of reimbursement claim complete in all respects	
➤ Checking and scrutiny of the claim along with availability of funds of budget	3 day
➤ Passing of claim and sending the same to Registrar's Office	1 day
➤ Preparation of Bank Transfer letter for sign after receipt of claim from Registrar office	1 day
➤ Forwarding the Bank Transfer Letter to the bank for payment	1 day
➤ <b>Total Cycle for processing the payment if all the documents are in order</b>	6 working days

## 10. Preparation of Salary Pay Bills

Activity	Required Days to Process
<ul style="list-style-type: none"><li>➤ Process for preparation of Salary pay bill starts from 20<sup>th</sup> of the month</li><li>➤ Inclusion of all officer orders w.r.t pay revision, recoveries like electricity &amp; water charges, transport charges, TDS and others</li><li>➤ Consolidation of salary pay bill and forwarding to Audit Section on or after 25<sup>th</sup> of the month</li><li>➤ Passing of the salary bill and sending the same to Registrar's Office</li><li>➤ Preparation of Bank Transfer letter for sign after receipt of claim from Registrar office</li><li>➤ Forwarding the Bank Transfer Letter to the bank on last working day of the month</li><li>➤ <b>Total Cycle for processing the payment if all the documents are in order</b></li></ul>	<p>5 days</p> <p>1 day</p> <p>1 day</p> <p>1 day</p> <p>8 working days</p>

## 11. Preparation of Arrears of DA etc

Activity	Required Days to Process
<ul style="list-style-type: none"><li>➤ Preparation of Supplementary Pay Bills for Arrear DA and TA after receipt of order from MHRD and approval of Competent Authority</li><li>➤ Calculation of individual employee sheets for DA arrear for DA and TA</li><li>➤ Preparation of Summary Sheet for DA &amp; TA</li><li>➤ Audit of the of Arrears</li><li>➤ Passing of the Arrear bill upon receipt from Audit and sending the same to Registrar's Office</li><li>➤ Preparation of Bank Transfer letter</li><li>➤ Forwarding the Bank Transfer Letter to the bank</li><li>➤ <b>Total Cycle for processing the payment if all the documents are in order</b></li></ul>	<p>7 days</p> <p>2 day</p> <p>1 day</p> <p>1 day</p> <p>11 working days</p>

## 12. Bills of outsourcing Agencies

Activity	Required Days to Process
<ul style="list-style-type: none"><li>➤ Receipt of file complete in all respects</li><li>➤ Checking and scrutiny of file w.r.t Overtime, working days, minimum wages, PPF etc</li><li>➤ Forwarding the file for Audit</li><li>➤ Passing of Payment and sending the same to Registrar's Office (after receipt from Audit)</li><li>➤ Preparation of Bank Transfer letter</li><li>➤ Forwarding the Bank Transfer letter to the Bank</li><li>➤ <b>Total Cycle for processing the payment if all the documents are in order</b></li></ul>	<p>5 days</p> <p>1 day</p> <p>1 day</p> <p>7 working days</p>

**13. Advance to Employee / Vendors**

Activity	Required Days to Process
➤ Receipt of advance request from faculty / staff/ vendors complete in all respects	
➤ Passing of advance request and sending the same to Registrar's Office	3 day
➤ Preparation of Bank Transfer letter after receipt from Registrar Office	1 day
➤ Forwarding the Bank Transfer letter to the Bank	1 day
➤ <b>Total Cycle for processing the payment if all the documents are in order</b>	5 working days

**14. Advance to Research Scholar**

Activity	Required Days to Process
➤ Receipt of advance request from Research Scholar complete in all respects after approval of Dean (Research)	
➤ Passing of advance request and sending the same to Registrar's Office	3 day
➤ Preparation of Bank Transfer letter after receipt from Registrar Office	1 day
➤ Forwarding the Bank Transfer letter to the Bank	1 day
➤ <b>Total Cycle for processing the payment if all the documents are in order</b>	5 working days

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| 15. Financial Position to be put up to the Director               | 1 <sup>st</sup> week of every month |
| 16. Expenditure uploading in PFMS portal under EAT module         | 1 <sup>st</sup> week of every month |
| 17. Preparation of Grant-in-Aid request                           | 1 <sup>st</sup> week of Quarter     |
| 18. Payment of TDS, GST, WCT, NPS and other Statutory Liabilities | 1 <sup>st</sup> week of every month |