

## ORDINANCE-XXII

### Qualifications, Appointment, Emoluments, Terms and Conditions of Service of the Finance Officer

[See Section 15 of the CU Act, 2009 and Statute 7 of the CUH Statutes]

#### 1. Qualifications

The qualifications for the post of Finance Officer shall be as specified in the Cadre Recruitment Rules, framed by the Executive Council in accordance with Government of India Rules/ Instructions issued from time to time.

#### 2. Appointment

- (i) The Finance Officer shall be appointed by the Executive Council on the recommendation of a Selection Committee constituted for the purpose, for a term of five years and shall be eligible for re-appointment.
- (ii) He/she shall be placed in the scale of pay as prescribed by the University Grants Commission and adopted by the Executive Council from time to time.
- (iii) If he/she is appointed on a deputation basis from an organisation/Accounts/Audit service/Cadre, his/her salary shall be such as admissible to him/her according to the rules of deputation of service to which he/she belongs.
- (iv) He/she shall retire on attaining the age of sixty-two years.
- (v) Where an employee of the University or any other Institution/Government and its organisation is appointed as Finance Officer, he/she shall continue to be governed by the same provident fund and pension schemes, to which he was entitled prior to his appointment as Finance Officer, and till he/she continues to hold his/her lien on that post.
- (vi) If the services of the Finance Officer are borrowed from Government or any other organisation/Institution, the terms and conditions of his/her service shall be governed by the Deputation Rules of the Government of India.
- (vii) A Finance Officer on Deputation may be repatriated earlier than the stipulated period by the Executive Council on the recommendation of the Vice-Chancellor.
- (viii) When the office of the Finance Officer falls vacant or when he/she is, by reason of illness, absence or any other cause, unable to perform his/her duties, the Vice-Chancellor may assign his/her work to any other officer, as he may deem fit.

### **3. Emoluments and Entitlements**

- (i) The Finance Officer shall be placed in the scale of the pay as prescribed by the UGC and adopted by the Executive Council from time to time.
- (ii) The Finance Officer shall be entitled to unfurnished residential accommodation for which he shall pay the prescribed license fee as also free telephone facility.
- (iii) The Finance Officer shall be entitled to such leave, allowances, provident fund and other terminal benefits as prescribed by the University from time to time for its non-teaching staff.
- (iv) The Finance Officer shall be entitled to the facility of a staff car for the journeys between the office and his/her residence.

### **4. Responsibilities and Duties**

The Finance Officer shall:

- (i) Exercise general supervision over the funds of the University and shall advise it as regards its financial policy; and
- (ii) Hold and manage the property and investments of the University including trust and endowed property;
- (iii) Ensure that the limits fixed by the Executive Council for recurring and nonrecurring expenditure for a year are not exceeded and that all moneys are expended on the purpose for which they are granted or allotted;
- (iv) Be responsible for the preparation of annual accounts and the budget of the University and for their presentation of the Executive Council;
- (v) Keep a constant watch on the state of the cash and bank balances and on the state of investments;
- (vi) Watch the progress of the collection of revenue and advise on the methods of collection employed;
- (vii) Ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Departments, Centres and Specialized Laboratories;
- (viii) Bring to the notice of the Vice-Chancellor unauthorised expenditure and other financial irregularities and suggest disciplinary action against the person(s) at fault;

- (ix) Call for from any office, Department, Centre, Laboratory, College or Institution maintained by the University any information or returns that he may consider necessary for the performance of his duties;
- (x) Any receipt given by the Finance Officer or the person or persons duly authorised in this behalf by the Executive Council for any money payable to the University shall be sufficient discharge for payment of such money; and
- (xi) Perform such other financial functions as may be assigned to him by the Executive Council or as any be prescribed by the Statutes or the Ordinances.

