

Functions and Duties of Finance Officer

(Refer Section 11(1))

1. Subject to the control of Kulpati it shall be the duty of the Finance Officer –
 - a) to hold and manage the property and investments of the University including trusts and endowed property.
 - b) to ensure that the limits fixed by the Executive Council for recurring and nonrecurring expenditure for a year are not exceeded and that all amounts are expended for the purpose for which they are granted or allotted.
 - c) to keep a constant watch on the state of the cash and bank balances and on the state investments.
2. **Subject to the control of Registrar, the Finance Officer shall –**
 - a) collect the income, disburse the payments and maintain the accounts of the University.
 - b) be responsible for the preparation of annual accounts and the budget of the University for the next Financial Year;
 - c) have the accounts of the University regularly audited.
 - d) ensure that the registers of building, land, furniture and equipment are maintained up to date and that the stock checking is conducted or equipment and other consumable materials in all offices and institutions maintained by the University.
 - e) Suggest appropriate action against persons responsible for unauthorized expenditure and for other financial irregularities.
3. The finance officer may call from any office or institution of the University any information or returns that he may consider necessary for the performance of his duties.

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(कुलाधिपति, पं. सुन्दरलाल शर्मा मुक्त विश्वविद्यालय बिलासपुर के आदेशानुसार राज्यपाल के अवर सचिव, छत्तीसगढ़ के पत्र क्रं. एफ 14-41/07/रास/यू.6 दिनांक 24.05.2008 द्वारा अनुमोदित)