

No. CUJ/F&A/Formats/2020/226

Date: 30/09/2021

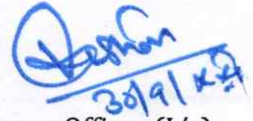
NOTICE

This is in continuation of Notice of even no. dated 23/07/2020 vide which Finance & Accounts Department circulated Guidelines for submission of files along with Check Lists for enclosure, Misccl. Bill Format, Self Declaration form and mandate form.

2. With the approval of the Competent Authority, it is hereby conveyed that all claims of payment of remuneration/honorarium/sitting fee etc. shall be forwarded to the Finance Department in format enclosed herewith. Format for self certification in respect of journey/travel by own car/taxi for reimbursement of TA claim is also enclosed. All files relating to payment/reimbursement in aforementioned cases shall be accompanied with corresponding formats, duly signed and forwarded through proper channel.

3. It is further informed that Miscellaneous Bill Format (MBR) - Annexure -4 circulated vide Notice dated 23/07/2020 stands withdrawn for all purpose/claim. All claim shall be forwarded to Finance & Accounts Department in standard bill format with all requisite entries and duly certified for payment by the claimant.

Encl.: As Above.



Finance Officer (I/c)

Copy for information and necessary action to:

1. All Deans of Schools.
2. Controller of Examination/ Librarian
3. All Heads/Coordinators of Departments
4. Prof. I/c Academics / I/c R&D / I/c Purchase /I/c Estates/ I/c Technical Cell (for uploading on website)
5. DR-I/ DR-II/EE-I/c / I/c Health/ ARs/PRO
6. PS to the Vice Chancellor/ PS to the Registrar / PS to the Finance Officer
7. All Department/Sections/Cells
8. Concerned File & Guard File



Finance Officer (I/c)



झारखण्ड केन्द्रीय विश्वविद्यालय

CENTRAL UNIVERSITY OF JHARKHAND
(A Central University established by an Act of Parliament of India in 2009)

For Office Use Only

V. No.

Cheque No.

Date

Claim Form for Payment of Remuneration/Honorarium/Sitting Fee

1. Nature of Work/Meeting
2. Date fromtono. of days@ Rs. Total Rs.
3. Less: TDS @% on
4. Net Payable Amount
5. Received Rs./- Rupees.....)

Name.....

Designation.....

Address.....

Email ID.....

Contact No.

01.	PAN No.	
02.	Name of Account Holder, as per Bank Record (In Capital Letters)	
03.	Bank Account No.	
04.	Bank Name With Bank Branch	
05.	IFSC Code No.	

Forwarded and certified by
(Dean/Head/Coordinator/Concerned Section Head)

Claimant's Signature with Date

For Office Use Only

Pay Rs. (in figure) Rupees (in words).....

LDC/UDC/Assistant

Section Officer

Dy. /Asst. Registrar

Finance Officer



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SELF CERTIFICATION FOR JOURNEY BY OWN CAR/TAXI

This is to certify that I, Prof. / Dr./Mr./Ms.

attended

..... meeting of the School/

Dept. /others (please specify)

on/from (date)to (date)I have travelled.....Km.

from my own Car / hired Taxi bearing Regn. No.

from my residence (Name of the locality)

to-Airport/Railway Stationor to Permanent / Temporary

Campus of Central University of Jharkhand.

In this regard I have spent Rs. only for one

way / to & fro Journey.

(Cross which is not applicable)

Date :-

Signature of Claimant

N.B.- Attach Toll Tax Receipts, If Any.