1

56

STANDARD OPERATING PROCEDURE (SOP)

Financial Management and Utilization of Funds of the Post Graduate Council (P.G. Council), Utkal University

1. Title

Standard Operating Procedure (SOP) for Receipt, Budgeting, Utilization, Accounting, Monitoring and Audit of the Funds of the Post Graduate Council, Utkal University.

2. Objective

The objective of this SOP is to establish a transparent, accountable and efficient financial management system for the Post Graduate Council (P.G. Council) to ensure:

- Proper utilization of funds collected by the P.G. Council.
- Timely maintenance and development of the P.G. Council.
- Financial discipline and accountability.
- Compliance with University Rules, Government Financial Rules, Audit requirements and statutory provisions.
- Smooth functioning of academic and administrative activities.

3. Scope

This SOP shall apply to all receipts, expenditure, budgeting, accounting, maintenance, procurement and developmental activities undertaken by the Post Graduate Council.

4. Administrative Hierarchy

The financial administration of the P.G. Council shall function under the following hierarchy:

1. Vice-Chancellor
2. Registrar
3. Comptroller of Finance (DDO)
4. Chairperson, P.G. Council
5. Heads of the Departments

5. Sources of Funds

The Post Graduate Council shall receive funds from the following sources:

- Admission Fees
- Readmission Fees
- Application Fees
- Course Fees
- College Leaving Certificate (CLC) Fees
- Conduct Certificate Fees
- Placement Cell Share
- Annual Hall Collection
- Miscellaneous Receipts approved by the University
- Any other receipts approved by the competent authority

6. Custody of Funds

1. All receipts shall be deposited into the Bank Accounts maintained by the PG Council.
2. Separate accounting records shall be maintained head-wise for the Post Graduate Council.
3. The funds of the P.G. Council shall continue to be maintained through its designated five bank accounts as approved by the University.
4. No cash shall ordinarily be retained.

7. Preparation of Annual Budget

Every financial year:

- The Chairperson, P.G. Council shall prepare the Annual Budget.
- The budget shall include:
    - Recurring expenditure
    - Non-recurring expenditure

- Maintenance expenditure
- Development expenditure
- Emergency contingencies

The proposed budget shall be submitted in the following sequence:

Chairperson → Comptroller of Finance → Registrar → Vice-Chancellor for approval.

No expenditure shall ordinarily be incurred beyond the approved budget without obtaining revised approval.

8. Classification of Expenditure

A. Recurring Expenditure

Recurring expenditure may include:

- Office expenses
- Stationery
- Printing
- Computer consumables
- Electricity charges
- Internet
- Telephone
- Water charges
- Housekeeping
- Security services
- Minor repairs
- Office maintenance
- Honorarium wherever admissible
- Meeting expenses
- Examination-related expenses
- Student welfare activities

- Placement activities
- Academic programmes
- Seminars
- Workshops
- Training programmes
- Travel Expenses
- Others if any (with approval of authority)

B. Non-Recurring Expenditure

Non-recurring expenditure may include:

- Furniture
- Computers
- Printers
- Projectors
- Smart classroom equipment
- Air conditioners
- Library resources
- Office equipment
- Laboratory items
- Safety devices including fire extinguisher.
- Major repairs
- Renovation
- Infrastructure development
- Digitalization initiatives
- Software procurement
- ERP support
- Networking

- CCTV
- Electrical works
- Civil works
- Others if any (with approval of authority)

9. Financial Powers

Chairperson, P.G. Council

The Chairperson shall be empowered to incur expenditure up to **Rs. 50,000 (Rupees Fifty Thousand only) at one time within the approved budget.**

Such expenditure shall be supported by:

- Administrative approval
- Availability of budget
- Proper bills
- GST invoice wherever applicable
- Stock entry wherever required

Expenditure exceeding Rs. 50,000

Any expenditure exceeding Rs. 50,000 at one time shall require:

- Financial concurrence of the Comptroller of Finance and subsequent administrative approval of the Vice-Chancellor.
- File should move through the office of the Registrar.

No payment shall be made without such approval.

10. Procurement Procedure

All procurement shall follow principles of:

- Transparency
- Economy
- Competition

(51)

- Fairness
- Value for money

Depending upon the value of procurement, quotations/tender procedures prescribed by the University shall be followed.

Wherever applicable:

- Comparative Statement
- Purchase Committee recommendation
- Supply Order
- Inspection Report
- Stock Entry
- Installation Certificate

shall be obtained before release of payment.

11. Utilization of Funds

Funds shall be utilized strictly for:

- Academic development
- Administrative efficiency
- Student services
- Maintenance of infrastructure
- Digitalization
- Capacity building
- Quality improvement
- Safety and security
- Cleanliness
- Research promotion
- Placement activities
- Student support services

No expenditure shall be incurred for purposes not approved in the budget unless specifically sanctioned by the competent authority.

12. Payment Procedure

All payments shall be made through:

- Bank Transfer
- NEFT
- RTGS
- Account Payee Cheque

Cash payment must be avoided.

Every payment shall be supported by:

- Sanction order
- Bill/Invoice
- Work completion certificate wherever applicable
- Measurement Book (for works)
- Stock entry
- Receiving certificate
- Voucher

13. Budget Monitoring

The Chairperson shall monitor:

- Budget allocation
- Budget utilization
- Balance available
- Monthly expenditure
- Head-wise expenditure

A quarterly financial review shall be conducted to avoid excess expenditure.

14. Re-appropriation

If any budget head requires additional allocation:

- Proposal shall be submitted by the Chairperson.
- Financial concurrence shall be obtained from the Comptroller of Finance.
- Approval shall be obtained from the Registrar and Vice-Chancellor before re-appropriation.

15. Maintenance of Records

The following records shall be maintained:

- Budget Register
- Cash Book (where applicable)
- Bank Book
- Ledger
- Stock Register
- Asset Register
- Consumable Register
- Voucher Register
- Advance Register
- Bill Register
- Utilization Register
- Bank Reconciliation Statement

16. Audit

All expenditure shall be subject to:

- Internal Audit

- Statutory Audit
- Accountant General Audit wherever applicable

The Chairperson shall ensure that:

- Bills are complete.
- Supporting documents are attached.
- Vouchers are properly numbered.
- Audit objections are promptly complied with.

17. Responsibilities

Chairperson

- Budget preparation
- Budget monitoring
- Administrative approval within delegated powers
- Proper utilization of funds
- Submission of bills
- Maintenance of records

Comptroller of Finance

- Financial concurrence
- Fund management
- Maintenance of University accounts
- Release of payments
- Financial advice
- Audit coordination

Registrar

- Administrative supervision
- Approval of proposals beyond delegated powers
- Monitoring compliance

47

Vice-Chancellor

- Final administrative approval for major expenditure.
- Approval of annual budget and major development projects.

18. Internal Financial Control

The following internal controls shall be ensured:

- Budget control before expenditure.
- Segregation of duties.
- Approval before commitment.
- Verification before payment.
- Periodic reconciliation of bank accounts.
- Physical verification of assets.
- Annual review of expenditure.

19. Compliance

All officers shall ensure compliance with:

- Odisha Universities Act and Statutes.
- Utkal University Financial Rules.
- Delegation of Financial Powers.
- Government Financial Rules, wherever applicable.
- Audit requirements.
- Orders issued by the University from time to time.

20. Interpretation

In case of any ambiguity regarding this SOP, the interpretation of the Vice-Chancellor shall be final.

21. Amendment

The University may amend this SOP from time to time with the approval of the Vice-Chancellor based on administrative and financial requirements.

Effective Date

This SOP shall come into force from the date of its approval by the competent authority of Utkal University.

This draft is suitable for administrative approval. To make it even stronger, I recommend adding three annexures:

1. Annexure-I: Budget heads with detailed recurring and non-recurring expenditure categories.
2. Annexure-II: Financial approval matrix showing who approves expenditures at different value thresholds (e.g., up to ₹50,000, ₹50,001–₹5 lakh, above ₹5 lakh).
3. Annexure-III: Step-by-step workflow (Receipt of funds → Budget preparation → Approval → Procurement → Payment → Accounting → Audit → Annual Utilization Report), which will make the SOP easier to implement and audit.