



**കരല കന്ദ്രായ തവശ്വാവദ്യലയ**  
**CENTRAL UNIVERSITY OF KERALA**

**APPLICATION FOR APPROVAL FOR ORGANIZING SEMINAR/CONFERENCE/WORKSHOP**

*(Please read the guidelines attached to this format before filling the form)*

1. Name of the School and Department : \_\_\_\_\_
2. Name of the Organizing Secretary : \_\_\_\_\_
3. Whether State/National or International Seminar/Conference/Workshop : \_\_\_\_\_
4. Name of the Programme : \_\_\_\_\_
5. Date/ Duration and No. of days: From \_\_\_\_\_ To \_\_\_\_\_ (Working days).
6. Expected No. of Participants : \_\_\_\_\_  
 (a) From CUK : \_\_\_\_\_  
 (b) From other Universities/Colleges/Institutions: \_\_\_\_\_
7. No. of Resource Persons: \_\_\_\_\_  
*(Enclose complete details such as address, designation, grade pay etc. of the Recourse Persons)*
8. Venue: \_\_\_\_\_
9. Sponsorship (if any) details: \_\_\_\_\_
10. Details of previous advance(s) pending for settlement:  
 (i) Sanction Order No with date \_\_\_\_\_  
 (ii) Amount ` \_\_\_\_\_ taken on \_\_\_\_\_ (date)  
 (iii) Actual Expenditure: ` \_\_\_\_\_
11. Expected Expenditure of the Current Programme : ` \_\_\_\_\_

Sl. No	Head	Amount	Budget Allocation (For Office use only)
1.	Travel/Conveyance		
	Air		
	Train fare		
	Taxi fare		
	Total		
2.	Accommodation		
3.	Food		
4.	Printing and stationery		
5.	Honorarium		
6.	Video/Photo/Sound System		
7.	Others (Specify)		
	(a).....		
	(b).....		
	(c).....		
	.....		
	Total		
<b>Grand Total</b>			

12. Sources of Funds

- (a) Expecting from CUK : .....
  - (b) Sponsorships : .....
  - (c) Registration fees : .....
  - (d) Other sources (please specify) :  
.....  
.....  
.....  
.....
- Total** : .....

13. Advance required : \_\_\_\_\_

14. Remarks, if any : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature with date of:

(1) Organizing Secretary

(2) Head of the Department

Recommendation of the Dean

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Sanction Order

File No:

Date:

1. Sanction is hereby accorded for an amount not exceeding \_\_\_\_\_ (Rupees only) for conducting \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ in the Department of \_\_\_\_\_ under School of \_\_\_\_\_, as per breakup given below:

Sl. No	Head	Amount ( )
1.	Travel/Conveyance	
	(i) Air	
	(ii) Train fare	
	(iii) Taxi fare	
	Total	
2.	Accommodation	
3.	Food	
4.	Printing and statpionery	
5.	Honorarium	
6.	Video/Photo/Sound	
7.	.....	
8.	.....	
9.	.....	
Total		

2. Approval is also accorded to draw an advance of ` ..... (Rupees..... Only) in favour of \_\_\_\_\_, Department of \_\_\_\_\_, subject to final adjustment of the same .
3. This is issued with the approval of the Vice Chancellor.

Registrar (i/c)

File No:

Date:

Copy to: (i) .....  
(ii) .....

Joint Registrar





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Settlement form with Check list

F. No.:

Department: \_\_\_\_\_

Subject: Settlement of advance for \_\_\_\_\_

1. Certified that-
  - a. the expenditure has been made only for the purpose for which it was sanctioned.
  - b. all the items purchased/works executed have been received/verified and found to be in good condition
  - c. all the items of the bills submitted herewith have been entered in the Stock Register and all the calculations of the enclosed bills have been checked and found correct.
2. Sanction Order No. & Date \_\_\_\_\_
3. Sanctioned amount :Rs. \_\_\_\_\_ Programme Date: from : \_\_\_\_\_ to: \_\_\_\_\_
4. (a) Due date for Settlement: \_\_\_\_\_ (b) Actual date of Submission : \_\_\_\_\_  
(c) Reason for delay in settlement (if applicable) \_\_\_\_\_
5. (a) Advance amount drawn: Rs. \_\_\_\_\_ (b) Total expenditure : Rs. \_\_\_\_\_  
(c) Balance amount deposited Challan No.& date \_\_\_\_\_  
(d) Balance amount to be reimbursed(if any) : \_\_\_\_\_  
(e) Items brought IN entered in the Stock Register No. \_\_\_\_\_ Pages. \_\_\_\_\_

Enclosure to the settlement form :

- i) Statement of Accounts.
- ii) Original bills/vouchers with counter signature of Organizing Secretary
- iii) Copy of Sanction order
- iv) Detailed report of the programme
- v) Supporting documents.
- vi) Copy of Challan (if applicable)

Check list (All relevant details mentioned below are verified and found correct [✓ ])

1. All relevant columns of the settlement forms are properly filled.(Yes/No) ✓
2. Statement of expenditure prepared with all relevant details. (Yes/ No)
3. Bills/ Vouchers are arranged in chronological order as stated in the statement. (Yes/ No)
4. All columns (viz, designation, grade pay, date/time of travel, from/to, rate etc) of the TA forms are filled (Yes/ No)
5. Supporting documents viz, boarding pass, tickets etc. are attached,. (Yes/ No)
6. Taxi bills are admitted with all details viz, Kms travelled, Time IN/OUT, reason for travel, name & designation of the official / faculty using the vehicle etc. (Yes/ No)
7. Photocopy of the bills in thermal paper are submitted along with originals. (Yes/No)
8. All bills/vouchers are signed by the originator and counter signed by the convener/HoD.
9. All the bills are termed with the purpose for which it is purchased /used.

Signature of the Convener/ HoD

## Guidelines

1. Application for Seminar/Conferences/Workshops shall be forwarded to Administration Section 03 months prior to the programme.
2. Request for funds for the programme should be as per the norms recommended by the Deans' Committee held on 2<sup>nd</sup> July, 2013.
3. Expenditure under each head shall be specifically mentioned in the proposal and actual expenditure under each head shall be within the sanctioned amount.
4. The economy measures and rationalization of expenditure mentioned in the OM No.7(1)/E.Coord.12014 dated 29-10-2014 of Ministry of Finance, GoI shall be strictly adhered to (*OM available in the Official site of Ministry of Finance, GoI*).
5. The adjustment bills duly supported by statement of expenditure along with supporting vouchers in all respects shall be submitted to Administration Section within 15 days from the dated of completion of the event (*Please see Rule 292 of GFR, 2005*).
6. Necessary entries of the items procured for the event may be made in the Stock Register. The details of stock entry also need to be entered in the respective vouchers.
7. Supporting bills/invoices/vouchers shall contain the number, date, particulars of the items. The purpose for incurring the expenditure may invariably be mentioned in the vouchers and duly counter signed by the concerned Official/Faculty/HoD.
8. All columns of the TA form shall be filled up indicating designation, grade pay, date and time, station, Kms etc. For entertaining the expenses for air travel, the boarding pass (in original) in support of the journey must be kept with the voucher. For journeys by rail in higher class, the copy of the railway ticket/PNR Number are to be submitted for entertaining the claim.
9. Photo copy of the vouchers in thermal paper may be kept along with the original one as the letter gets erased at a later stage.
10. Utmost economy may be exercised by travelling in trains, as far as possible, instead of hiring taxi for journeys between places well connected by rail. Prior permission from the Competent Authority shall be obtained for using/hiring taxi for long distances.
11. Honorarium to resource personnel shall be paid strictly as per CUK rules.
12. All necessary details such as date, time and place of departure and arrival, total kms, amount both in figures and words, name and badge number of the driver etc in the taxi bills are to be filled in. The purpose of journey and the name of the person(s) using the hired vehicles shall invariably be noted in the voucher and duly counter signed by the Official/Faculty/HoD.
13. Vouchers complete in all respects related to the expenditure met from the funds obtained from outside agencies may be submitted in a separate bunch along with the utilization certificate thereof so that the matter can be taken up with such agencies for getting the balance amount reimbursed or refunded and settle the accounts.
14. TDS, wherever required, under section 194 of the Income Tax Act, 1961 shall be deducted while making payments to the contractors, fleet owners etc. TDS amount so deducted shall be mentioned in the statement of expenditure.
15. Cost of Seminar bag/folder shall be limited to a maximum of Rs.100/- per participant of the seminar. The bags and folders shall be procured to the required numbers and excess procurement shall be avoided. The unutilized items shall be with the respective department in the relevant stock register.