



OFFICE OF THE FINANCE COMPTROLLER
BIHAR ANIMAL SCIENCES UNIVERSITY
BVC Campus, Patna – 800014

No. 1850/FC/BASU/2020/

Dated: 14.12.2020

To

The Director Research/Director Extension Education/DSW/
Estate Officer/DWP, BASU, Patna
The Dean, BVC/SGIDT/COF, BASU, Patna
The Registrar, BASU Patna
The Director Procurement, BASU, Patna

Sub.: Additional checks at the time of submission of payment cases.

Sir,

I may bring to your kind notice that with all help and cooperation from you all some new initiatives in financial management has resulted in some improvement in working, but still lot is desired. Some instances have been detected where payment cases have been submitted, despite the fact that same payment has been already made.

Keeping this in view, some more stringent measures needs to be taken to check and reverify the cases before submission to avoid such glaring mistakes and loss of revenue.

Therefore, all offices must maintain a check register (with defined format) for all payments like TA/Honarium/ Minor mainatnce & repair/Telephone bill payments/stipend/fellowships purchase of feed/medicines etc. and all these registers must be presented to internal audit at the time of payment.

You are requested to issue necessary instructions in this regard for strict compliance. For any clarification in this regard, you may depute your staff to my office

Thanking you,

Yours Truly,

Finance Comptroller

CC.: The Secretary to Vice Chancellor for kind information of Hon'ble Vice Chancellor, BASU, please.