



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

No. 1851/FC/BASU/2020/

Dated: 14.12.2020

To

The Dean, BVC/SGIDT/COF, BASU, Patna

Sub.: **Vetting of leave records.**

Sir,

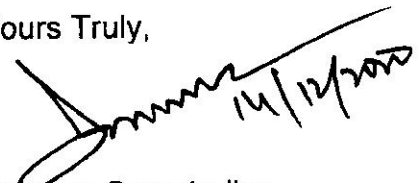
At present the balance earned leave of retiring employees is sanctioned and conveyed for payment, which is devoid of some check and balance.

Therefore, w.e.f. 01.01.2021, all the Controlling officers are requested to initiate the case of retiring employees at least three months in advance for fixation of pension, gratuity and leave encashment. The leave records should be compiled and should be got vetted from internal audit of the University, before its sanctioned. From January, 2021 onwards, no leave encashment case shall be entertained, unless its' vetted by Internal audit.

You are requested to issue necessary instructions in this regard for strict compliance.

Thanking you,

Yours Truly,


14/12/2020

Finance Comptroller

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

- The Registrar, BASU for information and necessary action, please.