

Account Section

Date: 16/06/2021

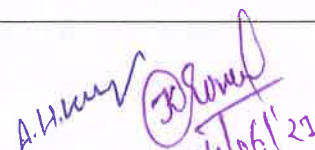
Minutes of Meeting held on 16/06/2021 at 16.00 pm at registrar office with Registrar sir, Chief Accounts Officer, Account section, Audit section and IT section following point has been discussed and approve for final implementation

Sr No	Reference	Wordings As per Circular / Addendum	Queries / ambiguity	Final Implantation
1.	Addendum point 1	1st and 2nd year practical examination should be conducted for 66 students per day. For remaining years, jt should be conducted for 45 students per day. For more than 66/45 (whichever is applicable) students, extra remuneration of Rs. 5/- per student will be given	Accounts does not have any record of Numbers of students whose exam was conducted by examiner, therefore it is very difficult to justify amount claimed by examiner.	We may consider student count claimed by colleges. & pass the expense claimed by college.
2.	Addendum point 3	i. DVD writing: =200/ per exam session ii. DVD : =15/ per DVD [For above both cases, receipt from GTU observer should be submitted]	1. DVD writing charges of Rs 200/- per exam session and Rs 15/- per dvd are in option or both are going to paid ? 2. If both amount is to be paid then please mention purpose and to whom such remuneration should be paid ?	Rs 200/- per exam session will be considered as remuneration to whom DVD writes, Rs 15/- per DVD will be considered as Cost of DVD.
3.	Addendum point 7	-Emergency student will have to be allocated seat in a block where the number of students are less than 30. -A new block can be created only if the number of students in all blocks are 30. File for such type of newly created block should be submitted separately to the Account section.	It has been written that File for such type of newly created block should be submitted separately to the Account section. What is the role of account in such emergency student file ?	IT section will provide the total student count with emergency student in portal therefore there is no need to submit such file to account section.

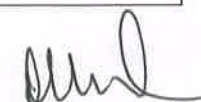

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4.	Addendum	Issue date 11/06/2021 No clarification of term applicability.	Effectiveness of which Term or Date	Effective from Winter 2020 for Exam and Summer 2020 for Zone and Audit section will inform to all zone.
5.	Summer 2021 Circular no GTU/Exam/Summer/2021/2712 dated 24/05/2021	Point 6 : Examination of External practical/viva(V component) for all courses will be conducted by institute's endorsed faculty except the subjects mentioned in above circular (2)	Is it compulsory to have endorsed faculty because many of them are not having endorsement.	For this pandemic situation of Covid 19 only, Colleges need to attach faculty endorsement letter with exam file, If not attached remuneration will not be paid.
6.	GTU/DI-DA/Marksentry/S 2020/4316 dt 16/06/20 TA DA Circular 01/07/2020	As per Marksentry S20 circular it has been mentioned that All Institute's Principals are hereby informed to arrange external Viva/Practical Exam at institute level through online mode only by institute's endorsed faculty. Institute will have to decide time table to conduct the External Viva/ Practical exam for the semesters mentioned in Table A As per TA DA Circular of 01/07/20 it has been written that on Page 9 Remuneration to Internal Examiner Rs 350/- per day in addition to that on Page 10 point 3 it has been written that For Multiple duties performed simultaneously during practical examination/ higher remuneration out of all the duties performed will be paid.	Due to this pandemic situation of Covid 19 colleges has conducted examination as per exam section circular. Due to time constrains for marks entry they allotted duty of more than 1 subject for online practical viva exam to its Internal examiner as per their convenience, Now internal examiner has taken viva/practical exam through online mode of more than one subject in a day and claimed for remuneration for all subject. But as per TA DA Circular Dual duty in a day is not allowed.	Due to Covid 19 situation we may approve the claim as per college by considering exam circular/mail. We may also consider this for all such type of case in Covid 19.
7.	TA DA Circular 01/07/2020	As per TA DA Circular of 01/07/20 it has been written that on page 1 point 1(2) Must produce copy of RTO registration book (certified by expert/examiner) & toll tax receipt / proof of FasTag payment	There is ambiguity that, is it compulsory to attach toll tax receipt, even if there is no toll booth available on that particular route, because sentence starts from MUST which is applicable to R.C book as well as toll tax receipt also because of & mentioned in wordings.	Audit section will inform to all zone regarding mentioning route on bill and if that route is toll road then only toll receipt is compulsory to attach.

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8.	TA DA Circular 01/07/2020	As per TA DA Circular of 01/07/20 it has been written that on page 1 point 1(2) Remuneration will be paid only to those staff members whose services are required during examination work. Staff member shall be entitled for remuneration only if he/she is holding full time post in the institute. Centre-in-charge is mandatorily required to provide certificate as per "Annexure-C"	Many Colleges have query that some of faculties and office staff are on contract bases, some peon & sweeper are on daily basis and some of are under contract of third party hence they are not in full time employment of the college. Moreover at the time of exam they need to hire more staff for smooth functioning of exams. What about remuneration of such staff members ?	We may consider to pay remuneration by considering full time employment means other than part time employment. & Permanent employment is not compulsory. & pass the claim as certified by institute.
9.	Account portal IT data	Winter 2020 exam was conducted in total 5 phases, now to activate account portal IT section need to link Page count of exam with zone data to update data from zone and calculate remuneration accordingly, for that Account section has sent mail on 29/04/21 to provide page count to IT section in required format but till today 15/06/2021 MBA section has not sent page count and BE section has sent page count with query some section has put value of page as zero. Without page count IT section could not update data.	Due to such issue there are unnecessary delay in advance settlement file processing.	Updation is under process for winter 2020 examination.
10.	Remuneration bills to accounts section	All circular related to Summer 2020 & Summer 2021 mentioned that Remuneration bill covers/files should be directly submitted to Account section of the University without concern of Account section	<ol style="list-style-type: none"> 1. Colleges sent remuneration bills in parts with marks cover after completion of each semester exam, because of this it is very difficult to compile all remuneration bills of a single college 2. Claim of remuneration is not in proper format as per the required by accounts. 	Exam section will send email to all colleges regarding to submit remuneration bill file as per the instructions received from account section.

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			<p>3. Most of the bills sent to accounts without any forwarding letter of college or summery sheet due to this it is not possible to identify concern faculty of Concern College.</p> <p>4. Colleges sent remuneration bills either in single cover with marks entry or mentioned wrong heading on sealed cover. Due to this some bills were lying with exam section so that there is not proper tracking of bills.</p>	
11.	TA DA Circular 01/07/2020	As per TA DA Circular of 01/07/20 it has been written that on page 8 note 2 <i>If DVD of CCTV footage of all blocks will be submitted by institute then only remuneration be paid to GTU Co-ordinator and Centre-in-charge.</i>	Due to some technical issue or other unavoidable reason colleges are not able to submit DVD of CCTV footage.	Remuneration of Centre incharge and Coordinator of government colleges will be allowed if they have submitted clarification with valid reason regarding not being able to submit CCTV footage DVD but claim of DVD charges will be deducted as per circular

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For sr. no. 5) SFI colleges required to submit Endorsement letter & Govt. Colleges ^{have to} submit their latest office order.

7) while traveling, if there is a toll booth on the route, toll receipt is mandatory for toll tax claim. The route must be mentioned on the bill. Internal Audit section has already informed to all zone office that "No seperate guidelines/instructions can be issued by any office other than head office" via email dated 28/01/2021. Email attached for reference (Aug-A). *[Signature]*



InternalAudit GTU <gtu_internalaudit@gtu.edu.in>

Fwd: Regarding TA claims at zone-5 office by observers

InternalAudit GTU <gtu_internalaudit@gtu.edu.in>

Thu, Jan 28, 2021 at 10:25 AM

To: Hitesh Gujarati <research.cfs1@gtu.edu.in>, bec110 Owner <bec110owner@gtu.edu.in>, ktk.coed@gdec.in, zone1 zone1 <zone1@gtu.edu.in>, zone2 zone2 <zone2@gtu.edu.in>, GTU Zone 3 <zone3@gtu.edu.in>, zone4 zone4 <zone4@gtu.edu.in>, zone5 zone5 <zone5@gtu.edu.in>
Cc: cachitralli cachitralli <cachitralli@gtu.edu.in>, Viral Borisagar <osd_vhb@gtu.edu.in>, DR_K_N_KHER Registrar GTU <registrar@gtu.ac.in>, coe@gtu.ac.in

Respected Sir/Madam,

As per the trailing email, for claiming TA/DA etc. it is required to be claimed as per circular Ref: **GTU/Circular/TA- Hono./2020/4709 Date: 01/07/2020.**

For any of the claims TA/DA- Honorarium etc., no separate instruction/guideline etc. can be issued by any office other than head office.

Hence, I am iterating that any such claim related to exam etc. has to be as per circular Ref: **GTU/Circular/TA- Hono./2020/4709 Date: 01/07/2020.**

Kindly inform all, to follow the circular mentioned above, so that discrepancy can be avoided at the time of clearing of exam files.

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Thanks & Regards
Internal Audit Department
Gujarat Technological University
Contact No:- 079-23267635/615