

# ವಿಶ್ವೇಶ್ವರಯ್ಯ ತಾಂತ್ರಿಕ ವಿಶ್ವವಿದ್ಯಾಲಯ

("ವಿ ಟಿ ಯು ಅಧಿನಿಯಮ ೧೯೯೪" ರ ಅಡಿಯಲ್ಲಿ, ಕರ್ನಾಟಕ ಸರ್ಕಾರದಿಂದ ಸ್ಥಾಪಿತವಾದ ರಾಜ್ಯ ವಿಶ್ವವಿದ್ಯಾಲಯ)  
"ಜ್ಞಾನ ಸಂಗಮ", ಬೆಳಗಾವಿ-೫೯೦೦೧೮, ಕರ್ನಾಟಕ, ಭಾರತ



## Visvesvaraya Technological University

(State University of Government of Karnataka Established as per the VTU Act, 1994)

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Smt. M. A. Sapna  
Finance Officer

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Ref: VTU/FO/W.A/2022-23/ 520

Date: 22 SEP 2022

### U.O. NOTE

**Sub:** Work Allocation of Employees-reg.

**Ref:** Circular No.: VTU/BGM/DPAR/CR(3)/05/2021/570, Dtd: 13-07-2022.

With reference to the above subject, the required information is furnished as under.

### Annexure-A


#### Format for employees working permanent

Sl. No.	Name of the Employee	Designation	Work allotted	Officer Order No. and Date
1	Sri. Prakash Halagi	Sr. Assistant	<ol style="list-style-type: none"><li>1. Verification of all bills of Skill development Bangalore and all files of NASD, Dandeli (other than work bills) and related Budget files.</li><li>2. All NSS Files and correspondence, Red Cross files and correspondence in addition to allocated work in above referred order.</li><li>3. All correspondence related to Departments and Academic section and student loan.</li><li>4. Correspondence of all SCP/TSP files including Budget and Miscellaneous files.</li><li>5. Verification of all files of e-Consortium, subscription and e-Journals.</li><li>6. Verification of all bills of e-learning and EDUSAT including budget and all related correspondence.</li><li>7. Maintenance of Asset Register of VTU in Finance Section and updating of the same w. r. to the records of Engineering Section.</li><li>8. Compilation of Audit Compliance and related correspondence.</li><li>9. Providing information under RTI Act.</li><li>10. Furnishing compliance to Audit/Inspection Reports of KSAD, CAG, Paper laid Committee and submitting action taken report</li></ol>	1. VTU/FO/Work Allocation/2022-23/128, Dated 13-05-2022.

			<p>to the Government.</p> <ol style="list-style-type: none"> <li>11. Internal Audit compliance and correspondence.</li> <li>12. Sakal related matters.</li> <li>13. Any other work entrusted by the undersigned.</li> </ol>	
2	Sri Prakash Sankangoudar	Assistant	<ol style="list-style-type: none"> <li>1. Maintaining of advance register.</li> <li>2. Maintenance of all registers of Advances of Regional Office / PG centers and all Staff.</li> <li>3. Correspondence for settlement of Advances of all advances including personal and parties.</li> <li>4. Quarterly advance pending report submission to Finance Officer.</li> <li>5. Verification of all files and bills of SAP section.</li> <li>6. Verification of all Bills &amp; related correspondence in respect of VC's Secretariat, Registrar's offices, DPAR, Sports section.</li> <li>7. Providing information under RTI Act.</li> <li>8. Furnishing compliance to Audit/Inspection Reports of KSAD, CAG, Paper laid Committee and submitting action taken report to the Government.</li> <li>9. Internal Audit compliance and correspondence.</li> <li>10. Sakal related matters.</li> <li>11. Any other work entrusted by the undersigned.</li> </ol>	1. VTU/FO/Work Allocation/2022-23/128, Dated 13-05-2022.
3	Sri Anand Sanikopp	Jr. Assistant	<ol style="list-style-type: none"> <li>1. Remittance of all Taxes, IT, VAT, Royalty, CBF, LWC, PT, GST, WWF, others, to government and filing of returns of the same and all related files &amp; all correspondence with the respective departments. Monthly Reconciliation to be done with Smt. Roopa Patil and Smt. Preeti Narasagowda.</li> <li>2. Scrutiny and verification of all pay bills, including UBDTCE, Davanagere.</li> <li>3. Maintenance of deduction registers of all bills, including salary of all teaching and non-teaching staff.</li> <li>4. Verification of all files &amp; bills of UBDTCE.</li> <li>5. All EPF/NPS related work of Finance Section.</li> <li>6. Maintenance of Pension records and release of pension to retired employees of VTU and its related correspondences.</li> <li>7. Verification of all files of legal bills &amp; correspondence including budget.</li> <li>8. Providing information under RTI Act.</li> <li>9. Furnishing compliance to internal and external Audit/Inspection Reports of KSAD, CAG, Paper laid Committee and submitting action taken report to the Government.</li> <li>10. Verification of all files, bills &amp; correspondence</li> </ol>	1.VTU/FS/2022-23/520, Dtd: 22-09-2022.

			<p>of RO's Mysuru, Bengaluru, Belagavi, Kalaburagi &amp; RO Mangaluru.</p> <ol style="list-style-type: none"> <li>11. Preparation of meeting papers of Finance Committee and other related sub-committees and corresponding work.</li> <li>12. Maintenance of stock register of the accounts department/Dead Stock register and its periodical verifications and Annual returns.</li> <li>13. Preparation/ Consolidation of Annual Budget of VTU and constituent college and related correspondence.</li> <li>14. Submitting quarterly Budget variance Reports. Fund requirement and management for future quarter.</li> </ol>	
			<ol style="list-style-type: none"> <li>15. Sakal related matters.</li> <li>16. Any other work entrusted by the undersigned.</li> </ol>	
4	Smt. Roopa Patil	Jr. Assistant	<ol style="list-style-type: none"> <li>1. Verification &amp; passing of all vouchers received in Finance Section. (before making payments)</li> <li>2. Writing of all cheques on daily basis.</li> <li>3. Arrangement of vouchers date wise of all Bank Accounts.</li> <li>4. Preparation of List of Vouchers to be made on daily basis.</li> <li>5. Maintenance of Investment Register and FDR's custody. (Interest bearing securities register).</li> <li>6. Renewal of All lapsed cheques. Reporting of lost cheques &amp; all related correspondence &amp; files.</li> <li>7. Maintenance of Payment Register (Cheque drawn Register).</li> <li>8. Maintenance of all FDR's submitted towards SD by contractors.</li> <li>9. Maintenance of Stock and issue register of cheque books.</li> <li>10. Entry in software for all bank cheques to be written including advances, NSS and Dandeli. Making software entries of Financial transactions.</li> <li>11. Furnishing compliance to internal and external Audit/Inspection Reports of KSAD, CAG, Paper laid Committee and submitting action taken report to the Government.</li> <li>12. Providing information under RTI Act.</li> <li>13. Monthly Reconciliation of all taxes and statutory deductions.</li> <li>14. Sakal related matters.</li> <li>15. Any other work entrusted by the undersigned.</li> </ol>	<ol style="list-style-type: none"> <li>1. VTU/FO/Work Allocation/2022-23/38, Dated 12-04-2022.</li> </ol>

5	Sri. Yallappa Gudamakeri	Jr. Assistant	<ol style="list-style-type: none"> <li>1. Verification of all files and bills of Engineering section.</li> <li>2. Scrutiny of all TA bills of A&amp; B grade officers teaching and non-teaching staff of VTU.</li> <li>3. Verification of all bills and correspondence of exam section, scanning centre and CNC Section including budget.</li> <li>4. Verification of all TA bills of members of all committees.</li> <li>5. Verification of all Bills &amp; related correspondence in respect of LIC inspection.</li> <li>6. Furnishing compliance to Audit/Inspection Reports of KSAD, CAG, Paper laid Committee and submitting action taken report to the Government.</li> <li>7. Providing information under RTI Act.</li> <li>8. Internal Audit compliance and correspondence.</li> <li>9. Sakal related matters.</li> <li>10. Any other work entrusted by the undersigned.</li> </ol>	1. VTU/FO/Work Allocation/2022-23/128, Dated 13-05-2022.
6	Miss. Deepika B Herekar	Jr. Assistant	<ol style="list-style-type: none"> <li>1. All research Grant related correspondence, verification of bills &amp; vouchers. Maintenance of Grant Register. Classification of grants and correspondence for unutilized grants and quarterly status report to Finance Officer with all information.</li> <li>2. Inward/Outward files.</li> <li>3. Furnishing compliance to Audit/Inspection Reports of KSAD, CAG, Paper laid Committee and submitting action taken report to the Government.</li> <li>4. Providing information under RTI Act.</li> <li>5. Internal Audit compliance and correspondence.</li> <li>6. Sakal related matters.</li> <li>7. Any other work entrusted by the undersigned.</li> </ol>	1. VTU/FO/Work Allocation/2022-23/128, Dated 13-05-2022.


  
 Finance Officer  
 VTU, Belagavi.

**Annexure-B**

**Format for employees working at Consolidated pay basis**

<b>Sl. No.</b>	<b>Name of the Employee</b>	<b>Designation</b>	<b>Work allotted</b>	<b>Officer Order No. and Date</b>
<b>1</b>	Smt. Padmashree Demannavar	Jr. Assistants	<ol style="list-style-type: none"><li>1. Compilation and finalization of monthly/quarterly &amp; annual accounts of VTU and placing the same before the Finance Committee through the undersigned in time (on or before 5<sup>th</sup> of every month).</li><li>2. Monthly Reconciliation of all accounts and its incorporations in the accounts from time to time and as well with all sections constitute colleges of VTU.</li><li>3. Maintenance of Transfer entry (JV) Register.</li><li>4. All works related to Accounts/ Compilation of Accounts of VTU.</li><li>5. Maintenance of Deposit (Works/Supplier) Registers.</li><li>6. All Payment entries of VTU, Dandeli, NSS and others of all vouchers.</li><li>7. All FDs accounts, Gold Medals, Chair fund, Benefit fund transactions.</li><li>8. All foreign payment entries.</li><li>9. Maintenance of Cash book of all accounts of VTU. (As well in double entry Accounting systems also) Submitting cash flow position quarterly.</li><li>10. Follow up Income Tax related cases and related issues Legal cases going on status report.</li><li>11. Confirmation of debtors and creditors yearly.</li><li>12. Improvement in software reports like age asset schedules and schedules grouped trial balance.</li><li>13. Final accounts verification of Income and Expenditure, Receipt and Payment and Balance Sheet and Corrections.</li><li>14. Furnishing compliance to Audit/Inspection Reports of KSAD, CAG, Paper laid Committee and submitting action taken report to the Government.</li><li>15. Providing information under RTI Act.</li><li>16. Schedules verification of statutory returns and all work related to Balance Sheet.</li><li>17. Handling Tax audit.</li><li>18. Sakal related matters.</li><li>19. Any other work entrusted by the undersigned.</li></ol>	<ol style="list-style-type: none"><li>1. VTU/FO/Work Allocation/2022-23/38, Dated 12-04-2022.</li></ol>

2	Sujata R Pannyagol	Jr. Assistants	<ol style="list-style-type: none"> <li>1) Preparation of daily receipts summary with outstanding reconciled entries and monthly status report to FO with reasons for non reconciliation.</li> <li>2) Ledger Scrutiny of all receipts.</li> <li>3) Classification changes required in receipts and reconciliation with Engineering, Exam sections.</li> <li>4) Reply to audit queries corresponding to receipts.</li> <li>5) Reimbursement entry of affiliation fees and entry and follow up.</li> <li>6) Reconciliation of affiliation academic fees and exam fees entry of all receipts including direct and online payments on daily basis.</li> </ol>	1. VTU/FO/Work Allocation/2022-23/38, Dated 12-04-2022.
			<ol style="list-style-type: none"> <li>7) Furnishing compliance to Audit/Inspection Reports of KSAD, CAG, Paper laid Committee and submitting action taken report to the Government.</li> <li>8) Providing information under RTI Act.</li> <li>9) Sakal related matters.</li> <li>10) Any other work entrusted by the undersigned</li> </ol>	

  
 Finance Officer  
 VTU, Belagavi.