

Information pertaining to 4(1) (a) list of Records / Files Maintenance at Comptroller's Office, UAS, GKVK as on 12/02/2024

1. List of Records /Files Maintenance at Section -1 Comptroller's Office

- a. Dues No dues
- b. Contract Workers File (Comptroller's Office)
- c. AMC of Maintenance of Computers, Software, Printers & Networking of Computers
- d. Concurrence File
- e. Staff Position of Comptroller's Office
- f. Deputating of Training Programmes
- g. List of Lease deeds
- h. Maintains of Service Registers
- i. Personal Files of Staff of Comptroller's Office
- j. Office Petty Cash book
- k. Indian postal Order
- l. Inward out ward Register

2. List of Records /Files Maintenance at Section -II Comptroller's Office

Sl. no	File Name	Sl. no	Files Name
1	Miscellaneous	37	Retired encashment
2	Past Service	38	Asso. to Professor Promotion
3	SDA Audit	39	House Rent
4	Sanction of PhD increments to teacher	40	Warden Allowance
5	Associate files	41	Sanction of UGC pay scale
6	UGC files	42	V C Files
7	T- 4 Series employees	43	Income Tax - old
8	Teachers Retirements Correspondence	44	Income Tax - New
9	Pay scale-2012 non gazetted	45	Surrender leave - block period
10	Golden jubilee	46	CD pouch with files - income tax
11	Circular file 2012	47	Income tax form - 16 / 11-12
12	DA to teachers	48	UGC Revised fixation order
13	DA to service personal	49	Rent declaration
14	Recovery of court attachments	50	SAD & z AG Audit file
15	EO correspondence	51	Undertaking of Teachers
16	HRA correspondence	52	Service Rules
17	Contract employees SB Accounts	53	UGC Circulas 1996-2006
18	Kannada increments correspondence file	54	KCSR
19	Re observation of D group	55	K F C
20	Bond papers	56	Pay Scale - 2012
21	Circular file old	57	Income tax ACT
22	Deputation of Teachers	58	Contribution Register
23	Adv. Increment - Ph.D	59	UAHS , Shimoga file
24	RTI Vol.1 and Vol .2	60	Double entry system
25	A G Audit	61	Government files
26	Revision of pay 2007	62	Supreme court papers file
27	GO/ UGC Revised pay scale 2006	63	Monthly report - S II
28	Dues / No dues	64	PF / NPS File
29	Professional Tax of UAS Employees details file	65	ESI File
30	SC / ST Monthly membership file	66	7 th CPC Revised UGC pay scales
31	Enquiry file	67	HRMS
32	Recognition of private Hospital	68	e-governance
33	Promotion of Asst. Professor	69	Court attachment
34	Asst. Professor (SG)	70	UGC/ ICAR Stagnation Increment file
35	Asst. Professor (Sr. Scale)	71	Stepping up of Pay 2015-16
36	Professor	72	Clarification regarding sanction of Ph.D Incentive appointment after 01/01/2016

3. List of Records /Files Maintenance at Section -III Comptroller's Office

- a. Grants Register
- b. Annual Accounts
- c. Budget Book
- d. Receipts Cash Book
- e. Expenditure Cash Book
- f. Monthly ledgers
- g. Vouchers
- h. BRs Registers
- i. Bank Statements
- j. Gold Medal Accounts
- k. Audit files
- l. GST Returns files
- m. Income Tax returns files
- n. Grants files
- o. Cash Challans
- p. Budget files

4. List of Records /Files Maintenance at Section -IV Comptroller's Office

- a. Issue of sanctions
- b. Attending the Audit enquiries
- c. Preparing & Approval of DRE/MRE Salary bills (82 members)
- d. Sanctioning of Imprest held by concerned Schemes /Projects (SGP) (Verital Projects)
- e. Issue of Form 16A (Income tax)
- f. Maintaining of Imprest ledger, Budget file
- g. College wise files & other correspondence files
- h. RTI files
- i. scrutiny of all type of bills (AC,DC,PDC,NDC,PFMS & K2 bills(RKVY)) of all stations

5. List of Records /Files Maintenance at Section -V Comptroller's Office

- a. GPF final settlement /Partial/ TA sanction Register
- b. GPF Cash Book / Challans
- c. GPF Bank statement File / Original vouchers file
- d. GPF Balance Sheet file / Scroll file
- e. Pension Cash Book / Challans
- f. Pensioners /Family Pensioners files
- g. Pension Balance Sheet / Scroll file
- h. NPS Balance Sheet/ Cash Book

6. List of Records /Files Maintenance at Section –VI Comptroller’s Office

- a. Sanction of House Building Advance
- b. Sanction of Motor Car Advance
- c. Sanction of Motor Cycle Advance
- d. Sanction of House Repair Advance
- e. Training Programme, Testing Fees & Fellowship Officer Order
- f. Revolving Fund Office Order

7. List of Records /Files Maintenance at Section –VIII Comptroller’s Office

- a. ICAR- A ICAR 75%
- b. ICAR –AICRP 100%
- c. ICAR –KVK
- d. ICAR-Adhoc
- e. GOK (Adhoc)
- f. GOK (RKVK)
- g. GOI (DBT/DST/ SERB)
- h. Other agency
- i. Foreign Funded

8. List of Records /Files Maintenance at Audit Section Comptroller’s Office

- a. Files of Enquiries issued by State Auditors and replies received from of all Colleges, ZARS, ARS, KVKs, projects and other offices.
- b. Annual Audit report files and compiled replies books sent to both the houses of Assembly.
- c. Stock verification and write off files of all Colleges, ZARS, ARS, KVKs projects and other offices.
- d. Files of Enquiries issued by A.G. Auditors and replies received from of all Colleges, ZARS, ARS, KVKs, projects and other offices and compiled replies books.
- e. Adhoc meeting files and books
- f. Government Correspondence Files
- g. Dues/No Dues Registers
- h. The Office orders of Imprest-files
- i. Other Audit Enquiry Files
- j. Internal Audit files
- k. Paper Laid committee files and replied books
- l. Circular Files
- m. RTI File
- n. Inward and Outwards Registers

9. List of Records /Files Maintenance at Works Section Comptroller's Office

- a. Tender Works Bills passed files (Tender document, Work Order, Estimate, Modified Estimate and other relevant files)
- b. Issue of Form 16-A forms to Contractors
- c. Bank Guarantee register related to contractors security deposits
- d. Fixed Deposit register related to contractors security deposits
- e. Maintenance of University approved sanctions received from Estate Office
- f. Sanction orders (Financial sanctions to be approved from Vice Chancellor)
- g. Abstract Contingent Bill register
- h. NDC Bills adjusted with AC Bills
- i. Objection memos for Bills returned
- j. Office order file pertaining to State Grants and scheme Grants file
- k. Inward/ Outward register pertaining to office letters
- l. Circular file
- m. File maintained for bills passed under PFMS, RKVY (KHAJANE- II)

10. List of Records /Files Maintenance at Cheque Section Comptroller's Office

- a. Issue of Cheques /DD's

6/1/15
Comptroller
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Copy to

1. Dr. G.M. Gaddi Gangappa, Associate Professor and Nodal Officer, Department of Agri. Economics, COA, UAS, GKVK
2. AKMU Cell, UAS,GKVK, requested to University Website comptroller Portal uploading.
3. Office File