



UNIVERSITY OF AGRICULTURAL SCIENCES, BANGALORE

Office of the Comptroller, GKVK Campus, UAS, GKVK, Bangalore

No. C/Circular /2024-25

Date: 12.07.2024

CIRCULAR NO : 09

Sub: Maintenance of Cheques Issue Register – reg.,

Ref: 1.Minutes of 400th Meeting of Board of Management dated 06.11.2023 Item no. 6

Explore the possibilities of having Joint Signature in disbursement of cheques / payment whenever possible

2. Approval of Hon'ble Vice Chancellor dated 12.07.2024

As per the Board of Management advice to have joint signature in disbursement of cheques / payment, it is to bring to kind notice that the Joint signature in the cheque is not possible in the Bank unless opening Bank Account jointly. However payment details can be ascertained by maintaining the cheque issue register where the payment mentioned in day to day list. Where in Cashier, Drawing officer and controlling officer is ascertain the payment in this context guidelines have been proposed to follow by the controlling officer in respective units.

Maintenance of Cheques Issue Register by All the Drawing Officer of the University

It is observed that the cheques issue register is not maintained by certain drawing officer of the departments / schemes / stations/ colleges.

In view of above all the drawing officer are directed to maintain the cheques issue register by following the below mentioned guidelines with immediate effect and compliance.

1. Cashier / Assistant / Senior Assistant / Drawing officer has to maintain cheques issue register details based on the bills obtained / request letter for advance. The amount, cheques no, Vendor name / requisitioner name entered in the register has to be checked thoroughly before affixing signature.

2. The Drawing officer has to verify the cheques details along with bills/ requisitioner letter and sign the cheques and affix signature in the cheques issue register
3. The Controlling officer has to countersign the cheques issue register by verifying cheques details before disbursing to vendor or requisitioner.
4. The Controlling officers are informed to verify the cheques issue register along with the copy of the cheques leaf issued, the copy of the bill/ requisition letter and sign the register token of verification signature in register during the inspection of the units falling under their administrative control.

Format of Cheque Issue Register

Sl. No.	Cheque No & date	Issue of Cheque Self/ Party	Purposes for which cheque drawn	Amount	Signature by Cashier	Signature by Drawing Officer	Signature by Controlling Officer


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Copy to:

1. All the Officers of the University for kind information
2. All the Dean's of the University
3. All the Drawing Officers of the University
4. All the ADR / ADE/ Principal Investigators, Project Heads
5. All the Deputy Comptrollers / Assistant Comptrollers of the University
6. Secretary to Vice Chancellor for information
7. Office Copy.