

**CHAUDHARY DEVI LAL UNIVERSITY, SIRSA**

**Minutes of the meeting with the Officers/Branch Head of the Accounts Branch held at 12:30 PM on 02.01.2018 in the office of the Chief Vigilance Officer of the University (Room No. 235), Tagore Bhawan, CDLU, Sirsa**

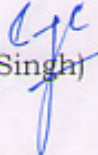
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|----|--------------------|-------------------------|
| 1. | Prof. Sultan Singh | Chief Vigilance Officer |
| 2. | Sh. Naresh Bawa    | Accounts Officer        |
| 3. | Sh. Rajesh Kumar   | Section Officer         |

After discussion, it was resolved as under:-

1. Citizen charter be implemented effectively to avoid unnecessary delay in disposal of files in different branches/offices.
2. There should be a provision in University for imparting training to all the employees including Branch Officers/Chairpersons on regular intervals with regard to service matters, financial matters, TA rules, drafting noting, computer and purchase procedure.
3. Files regarding payment of remuneration to examiners of UTDs, colleges, examination centres, etc. required proper and due examination by Conduct Branch before forwarding the same to Accounts Branch/Local Audit to avoid unnecessary delay in payment caused due to observations of Accounts Branch and Local Audit.
4. Planning should be done before initiating the file of temporary advance, e.g. purchase of postage stamps and complete detail of anticipated expenditure should be shown in file. This action should be done to avoid excess drawal of Government money than actual requirement.

  
(Naresh Bawa)

  
(Rajesh Kumar)

  
(Sultan Singh)