

6 माइल, सामदुङ, तादोंग -737102
गंगटोक, सिक्किम, भारत
फोन-03592-251212, 251415, 251656
टेलीफैक्स -251067
वेबसाइट - www.cus.ac.in



सिक्किम विश्वविद्यालय
SIKKIM UNIVERSITY

6th Mile, Samdur, Tadong -737102
Gangtok, Sikkim, India
Ph. 03592-251212, 251415, 251656
Telefax: 251067
Website: www.cus.ac.in

(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित और नैक (एनएएसी) द्वारा वर्ष 2016 में प्रत्यायित, केंद्रीय विश्वविद्यालय)
(A Central University established by an Act of Parliament of India in 2007 and accredited by NAAC in 2016)

SU/FIN/F-3/136/2018/496

Dated: 27.08.2020

CIRCULAR -30/2020

Subject: Submission of Form FG-1, FG-2 & FR-1, FR-2 mandatory by all HoD(s)/In-charge, PI(s)/Co-PI(s), Teaching and Non-Teaching Staff.

This is for information to all HoD(s)/In-charge, PI(s)/Co-PI(s), Teaching and Non-Teaching Staff of the University that Finance Department has circulated Form FG 1, FG-2 to the HoD(s)/In-charge of all Departments and Form FR-1, FR-2 to all PI(s)/Co-PI(s) of Research Projects. Printed copies of Forms were circulated to smoothen the process of identifying the nature of related expenditure incurred by Departments, PI(s)/Co-PI(s), Teaching and Non-Teaching Staff.

A meeting was convened through video conferencing with all HoD(s)/In-charge on 03.06.2020 and Forms were circulated in May, 2020.

However, it has been observed that the HoD(s)/In-charge, PI(s)/Co-PI(s), Teaching and Non-Teaching Staff are initiating files/documents without processing these Forms which is delaying the process of executing these files/documents in Finance Department.

Form No.	Applicable	Form distributed to
FG - 1 (General Expenses)	Statement of Expenditure for Reimbursement/Recoupment/Adjustment	HoD(s)/In-charge
FG - 2 (General Vendor/Agency)	Statement of Expenditure for Vendor/Agency Payment	
FR- 1 (Research General)	Statement of Expenditure for Reimbursement/Adjustment	PI(s)/Co-PI(s)
FR -2 (Research Vendor/Agency)	Statement of Expenditure of Vendor/Agency Payment	

Henceforth, all HoD(s)/In-charge, PI(s)/Co-PI(s), Teaching and Non-Teaching Staff are requested to process these Forms depending upon the nature of their expenditure as top-sheet alongwith the bills/vouchers while initiating files/documents to Finance Department for approval and disbursement of payment otherwise files will not be accepted for processing.

(Debashish Pal)
Finance Officer

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Distribution:

1. PS to VC for information of Vice-Chancellor
2. PS to the Registrar
3. Librarian
4. Controller of Examinations (I/c)
5. All Deans of School including Dean Students' Welfare
6. All HoD(s)/In-charge of Departments
7. All PI(s)/Co-PI(s) of the University
8. All Officers of the University
9. All Teaching Staff
10. All Non-Teaching Staff
11. System Analyst with request to upload this Circular in Sikkim University Website
12. All Notice Board
13. Guard File