

Information pertaining to 4(1) (a) list of Records / Files Maintenance at Comptroller's Office, UAS, GKVK as on 31/03/2025

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

Copy to

1. Dr. R. Jayaramaiah, Professor and Nodal Officer, Department of Agrometeorology, COA, UAS, GKVK
2. AKMU Cell, UAS,GKVK, requested to University Website comptroller Portal uploading.
3. Office File

6/1/22
Comptroller
University of Agricultural Sciences
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