

Office of the Comptroller
Navsari Agricultural University
NAvsari

The Office of the Comptroller is the Apex unit, which undertake the overall responsibilities for

- ❖ Issuance of budget guidelines.
- ❖ Estimation of current revenue and expenditure.
- ❖ Internal Budgeting with Unit Heads.
- ❖ Preparation, and to forward university budget request to the State Government.
- ❖ Presentation of Budget proposals before the Finance Committee and Board of Management for adoption.
- ❖ Communication of Budget to all the Units of the University.
- ❖ Drawal of Pay and Wage Bills of all Staff and also Personal Claims.
- ❖ Pre-Audit Claims / Bills preferred by the Unit Heads.
- ❖ Prepare monthly reports for review by the Vice Chancellor along with Senior Administrators.
- ❖ Presenting Half Yearly Accounts to the Finance Committee and Board of Management.
- ❖ Prefer claims Government, ICAR and Other Agencies for release of grants.
- ❖ Accounting of all receipts.
- ❖ Recommend to the Vice Chancellor for appropriation and Re-Appropriation and to the Finance Committee and Board of Management, whenever necessary.
- ❖ Accord sanctions and / or place the payments for the approval of the Vice Chancellor / Finance Committee / Board of Management as the case may be.
- ❖ Take care of Investments of funds as provided for the Act / Stature with the approval of the Vice Chancellor.
- ❖ Maintain Pension, Provident Fund accounts and disburse retirement benefits to the retiring employees and provide advances / loans to the employees out of provident fund.
- ❖ Act as an Advisor on purchases to be approved by the Vice Chancellor / Board of Management as the case may be.
- ❖ Scrutinize all estimates and arrange payments on receipt of bills.
- ❖ Maintain separate accounts for all revenue and expenditure in respect of Plan, Non Plan Schemes and Project Fund.
- ❖ Maintain and Administer debt and suspense accounts.
- ❖ To submit general accounts for audit conducted by the Government Auditor and Comptroller and Auditor General.
- ❖ To submit specific accounts to the Government Auditor to obtain Audit Utilization Certificate.
- ❖ In Charge of Treasury Functions and Computer Centre.
- ❖ To offer opinion on matters referred to from offices.

Functional Divisions of Comptroller's Office.

In order to Coordinate the above responsibilities and assigned functions, the Office of the Comptroller is organized in different sections.

- Budget Resources allocation and Control and Computer and Records.
- Establishment.
- Drawing and Disbursing Officer for Vice Chancellors' Office.
- Schemes / Plan / Other Agency / Revolving Fund.
- Retirement Benefits - Pension Payment, Provident Fund.
- Treasury Section.
- Internal Audit Section.
- Works Section / Store Verification Unit.
- General Section including cheque Section.