OFFICE OF THE REGISTRAR
(COUNCILS SECTION)
ALIGARH MUSLIM UNIVERSITY
ALIGARH

OFFICE MEMO

The Vice-Chancellor, in exercise of the powers vested in him under Section 19 (3) of the AMU Act XL of 1920, and on behalf of the Executive Council, has approved the rules for operation and monitoring the "Revolving Fund" of the Department of Oto-Rhino-Laryngology (ENT), J.N. Medical College, Aligarh Muslim University, Aligarh (Overleaf).

The above orders shall come into force with immediate effect. The action of the Vice-Chancellor will be reported to the Executive Council.

(Dr. Asfar Ali Khan)
Registrar

D. No. (C)/1372

Copy to:
1. Members of the Executive Council
2. Dean Faculty of Medicine
3. Principal & CMS, J.N. Medical College
4. Medical Superintendent J.N. Medical College
5. Chairman, Department of Oto-Rhino-Laryngology (ENT)
6. Deputy Finance Officer (Accounts) along with original file
7. Deputy Registrars/Deputy Finance Officers/Deputy Controllers/IAO
8. Dealing Assistant (Councils) for report to the Executive Council
9. P.S. to Registrar/Finance Officer
10. Mr. Bahauddin, Sr. P.A. for uploading on the website

Registrar

September 24, 2015

P.T.O.
Rules for Operation & Monitoring the Revolving Fund of the Department of Oto-Rhino-Laryngology (ENT)

1. These rules shall be called the rules for operating and monitoring of income derived by the way of specialized investigative test/procedures conducted in the department of Oto-Rhino-Laryngology (ENT), J.N. Medical College, A.M.U., Aligarh and for incurring expenditure on procurement of material required for conducting such specialized investigation/procedure.

2. In case of academic interest/University students/destitute the correlated investigations/procedure will be conducted free of cost under orders of the Chairman.

3. No E.D.A. will be paid to personnel involved in conducting these tests procedures.

4. No individual consultant will be paid any remuneration.

5. The Department shall spare the services of suitable person(s) as are required for rendering the services and issue of prescribed receipt books to be supplied by the Finance and Account Department. The income so derived will be entered into cash Book as per orders issued from time to time and shall be deposited in the Revolving Fund, Department of ENT under the AMU deposit Account on the same day or next working day after being counter checked by a person other than authorized to maintain the accounts, bill and receipt etc.

6. The technician in the respective laboratories/OTs will check the requisition form and cash receipt before receiving the samples or before operation.

7. The clinical tests/rates are subject to change in the cost material and approval of Competent Authority (Vice-Chancellor) shall be obtained whenever necessary.

8. The clinical tests will be conducted free of cost in respect of University students and the University employees covered under MAS necessary reimbursement of investigation charges will be made from the funds allocated under MAS in respect of MAS beneficiaries.

9. The money will be spent in:

   i. Upgrading the laboratories and purchase of equipments for patient care and teaching purposes.
   ii. Equipments not covered by the allocated budgetary provision of laboratory expenses.
   iii. Chemical
   iv. Purchases shall be made as per Store purchase rules of the University and expenditure shall be incurred in accordance with University rules.
   v. The appointment of the staff on fixed salary / Daily wages out of the revolving fund may be done only after obtaining prior approval of competent authority.
   vi. Construction/ Whitewash/ Repair/ Paint etc. should be done after obtaining approval of the competent authority.
   vii. On any other Development of laboratories for patient care.

10. Cash book, cash remittance book etc. and proper expenditure record must be maintained by the department so that the same may be provided to Audit party for audit.

11. Chairman, Department of ENT shall be drawing and disbursing officer.

12. The accounts will be subjected to Annual Internal Audit.

13. The procurement of laboratory material will be made by the purchase Committee of the Department.

14. Decision of the Vice-chancellor will be final so far as interpretation of rules etc. is concerned.

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