



**sasi** INSTITUTE OF  
**autonomous** TECHNOLOGY &  
 ENGINEERING

Accredited by **NAAC** with "A" Grade,  
 Recognised by UGC under section 2(f) & 12(B)  
 Approved by **AICTE** - New Delhi  
 Permanently Affiliated to JNTUK, SBTET,  
 Ranked as "A" Grade by Govt. of A.P.,

Ref: SITE/AO/P&D/01/2021-22/05

Date: 31-01-2022

Orders of the Principal dt.31.01.2022

**CIRCULAR**

**Sub: SITE - Powers and Duties of the Finance Officer (FO)– Reg.**

Ref: Letter dt.31.01.2022 from Dr T V Rama Krishna, Coordinator, IQAC

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**Powers and Duties of the Finance Officer(F.O)**


- 1) The appointment of the Finance Officer of the college shall be in accordance with the provisions of the Regulations. The F.O. shall be eligible for such pay and allowances as maybe decided by the Governing Body.
- 2) When the Office of the Finance Officer is vacant for any reason, the duties of the Finance Officer shall be performed by such Administrative Officer as the principal may appoint for the purpose.
- 3) The Finance Officer shall maintain the Accounts of the college and also advise the college on all matters relating to Income and Expenditure.
- 4) The Finance Officer shall be the Secretary of the Finance Committee.
- 5) The Finance Officer shall be responsible for the preparation of the Annual Accounts of the Previous year and the Budget Estimates of the college for the next financial year and Revised Estimates for the current year and for submission of the same to the Governing Body through Finance Committee.
- 6) It shall be the duty of the Finance Officer:
  - a) To see that the limits fixed by the budget for recurring and non-recurring expenditure for a year are not exceeded and that all moneys are expended for the purposes for which they are granted or allotted, subject to such exemptions as are specified in the rules on Finance of the college.
  - b) To watch for any unspent balances under various heads of budget and to bring the same to the notice of the principal.
  - c) To keep a constant watch on the status of bank balances and on the status of investments and bring them to the notice of the principal.
  - d) To watch the progress of collection of revenues and advise on the methods of collection to be employed in order to avoid defects or delays in the collection of revenues.

- e) To have the accounts of the college regularly audited in the manner prescribed by the Governing Body and place the audit report before the Governing Body along with the notes on audit objections.
- f) To call for explanation from the employees responsible for any unauthorized expenditure and other financial irregularities and suggest disciplinary action against the persons at fault.
- g) To call for from any Office/Department of any information or returns that the Finance Officer may consider necessary for the discharge of his/her financial responsibilities.
- h) To issue "no dues certificates" to the employees at the time of their relieving or on superannuation, after due verification.
- 7) The receipt issued by the Finance Officer or any employee of the college duly authorized in this behalf by the principal for any money payable to the college shall be a sufficient discharge of the same.
- 8) The Finance Officer shall perform such other functions as may be assigned to him/her by the Governing Body or the principal or as may be prescribed in the Rules / Regulations.
- 9) The Finance Officer shall have the power to pass the bills and to issue cheques for all the payments on behalf of the college. In the absence of the Finance Officer for any reason, the AO or any other designated Officer shall have the power to pass the bills and sign the cheques.

  
PRINCIPAL

**CC To**

Mail & Hard copy to: Hon'ble Chairman, SITE  
 Mail & Hard copy to: Hon'ble Vice-Chairman, SITE  
 Mail & Hard copy to: PA to Principal  
 Mail & Hard copy to: Director, SITE  
 Mail & Hard copy to: HoDs.. CE/ME/CSE/IT/CST/ECE/ECT/EEE/AS&H /MS/AI & ML  
 Mail & Hard copy to: Exam. Section/Automation/Central Library/IQAC/AO/Account Section  
 Mail to: All faculty members

  
Principal  
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