

Circular to all Government College Principals

Sub:- Collegiate Education Department - UGC Revision 2016 - Release of 3<sup>rd</sup>  
Installment - further instructions - regarding.

Ref:- 1. G.O. (P) No. 22/2016/H.Edn. dated 03/12/2016.

2. This office circular No. UGC Cell 3/42641/2016 dated 03/12/2016.

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In continuation to this office circular cited, the following instructions are given.

1. The bills may be prepared without producing the Accountant General's pay slip.
2. The instructions for exemptions will be given to treasuries directly by the Government within a week.
3. Teachers may submit an undertaking regarding refund of excess pay and allowances, to the principals along with due draw statement on or before 15/12/2016.
4. Bills may be produced before the treasury upto 20/12/2016 and bills encashed not later than 24/12/2016.
5. On receipt of Accountant General's pay slip, in due course, the difference if any may be made good from the 4<sup>th</sup> installment of arrears due to them.
6. In case of retired hands the amount may be released to them. They shall also submit an undertaking.
7. The format of undertaking is as below . "I hereby undertake that I am willing to refund excess pay, if any, drawn by me towards 3<sup>rd</sup> installment of UGC arrears, drawn as per the statement filed by me, and that such excess may be adjusted from the 4<sup>th</sup> installment arrears due to me"

Sd/-

Dr. A.N. Padmakumari  
Additional Director of Collegiate Education

// Approved for Issue //

Superintendent