



UNIVERSITY OF JAMMU

Baba Saheb Ambedkar Road, Jammu

NOTIFICATION

Pursuant to authorization by the Vice-Chancellor and in-anticipation of approval of competent bodies, guidelines for regulation and Governing of Local Fund of University Health Centre are hereby notified for the information of all: -

UNIVERSITY HEALTH CENTRE LOCAL FUND RULES

TITLE: -

1. These rules shall be called the "Local Fund of University Health Centre Regulations."

EFFECT: -

2. These shall come into force from the date these are notified

DEFINITIONS: -

3. Local Fund:
 - a) Local fund shall mean a fund which is maintained and administered by the University Health Centre.
 - b) The following shall constitute the Local Fund of University Health Centre:
 - i) Medical Assistant fee.
 - ii) Amount realized from fee/donation by the Employees / Pensioners / Alumni or any other person / Organization / Agency etc.
 - iii) Any other source which the University may approve from time to time.

AIMS & OBJECTIVES: -

- 4.1 To provide assistance to students in case of accident / mishap causing serious injury within the campus to the tune of 50% of the expenditure or Rs. 20,000/- whichever is less, on production of vouchers from Medical College Hospital/referred Hospitals.
- 4.2 Organizing special lecture on various medical issues and to pay honorarium to senior consultants/specialists of various fields to come to University for medical camps/sessions/lecture.
- 4.3 To purchase equipment / medicines / consumables / sanitary material in case of shortfall in budgetary provision.
- 4.4 Any other expenditure which the Vice-Chancellor May deem proper.

LOCAL FUND COMMITTEE: -

- L 5.1 The Local Fund of the University Health Centre shall be governed by Local Fund Committee comprising the following:
- a) Convener, University Health Centre (UHC)
 - b) Registrar
 - c) Finance Officer or his nominee.
 - d) Chief Medical Officer / Medical Officer (I/C UHC)
 - e) Dental Surgeon
- 5.2 The Chief Medical Officer / Medical Officer shall be competent to accord sanction to the Utilization of funds upto Rs. 25,000.00 (Rupees Twenty Five Thousand Only) with the concurrence of the Local Fund Committee after observing financial norms.
- 5.3 Any expenditure out of the Local Fund exceeding Rs. 25000.00 (Rupees Twenty Five Only) at one time shall require approval of the Vice-Chancellor on the recommendation of the Local Fund Committee.
- 5.4 The expenditure out of Local Fund shall be regulated in accordance with the financial rules as applicable to the expenditure incurred out of the general funds of the University.

LIMIT OF EXPENDITURE OUT OF LOCAL FUND: -

- 6.1 As far as possible at the beginning of the Financial Year, the Chief Medical Officer/ Medical Officer in consultation with the Local Fund Committee shall prepare annual plan for expenditure out of this fund to be kept in a liquid state accordingly.
- 6.2 Money kept in the Local Fund which is not anticipated to be utilized immediately may be placed in Fixed Deposit for such a period as may be decided by the Chief Medical Officer / Medical Officer in consultation with the Local Fund Committee to earn interest on such unutilized amount.

MAINTENANCE OF ACCOUNTS: -

7. Chief Medical Officer/Medical Officer shall be responsible to: -
- a) Maintain and operate Local Fund account in the Bank.
 - b) To deposit money received from the students and other sources from time to time.
 - c) Draw and disburse amounts from the Local Fund as approved by the Committee.
 - d) Prepare an annual statement of income and expenditure.
 - e) The reconciliation of Local Fund of the University Health Centre of the Account operated with the Jammu & Kashmir Bank Ltd. shall be made quarterly.

AUDIT:

8. The accounts of Local Fund shall be audited annually by the Internal Audit Unit of the University and /or Auditor appointed for the purpose by the University. Annual statements of Income and Expenditure in respect of Local as prepared by the Health Centre and duly audited shall be furnished to the Registrar within six months from the date of closing of account

RELAXATION OF RULES:

9. Any expenditure in the interest of the Health Centre over the above the provisions of these Regulations will require prior sanction of the Vice-Chancellor.

No. Estab/25/ 2592-2691

Dt.: 06/05/2025

REGISTRAR

6/5/25

Copy to: -

1. Special Secretary to Vice-Chancellor for kind information of the Hon'ble Vice-Chancellor please.
2. Dean Research Studies/ Dean Academic Affairs/ Dean Planning & Development for information please.
3. Registrar/ Controller of Examinations/ DCD/ DDE/ DIQA for information please.
4. All Rectors/ Directors of the Offsite Campuses of the University.
5. All Heads/Directors of the Teaching Departments of the University
6. Dean Students Welfare/Provosts (Boys/ Girls/ Hostels)/ Dean Students Placement/ I/c Librarian (Dhanvantri Library).
7. All Concerned.
8. I/c Administrator, General Zorawar Singh Auditorium.
9. Joint Registrar (Finance)/ Joint Registrar (CDC).
10. I/c Computer Centre/ I/c University Website/ Coordinator Campuses/ Programme Coordinator (NSS).
11. All Wardens of University Hostels.
12. All Dy. Registrars/ SE/ EXEN/ I/c Media Cell/ Manger Guest House.
13. Medical Officers, University Health Centre.
14. All Assistant Registrars.
15. Chief Security Officer.
16. All Sections / Guard File.
17. Manager Guest House
18. Security Officer.
19. All Sections.
20. Guard File.