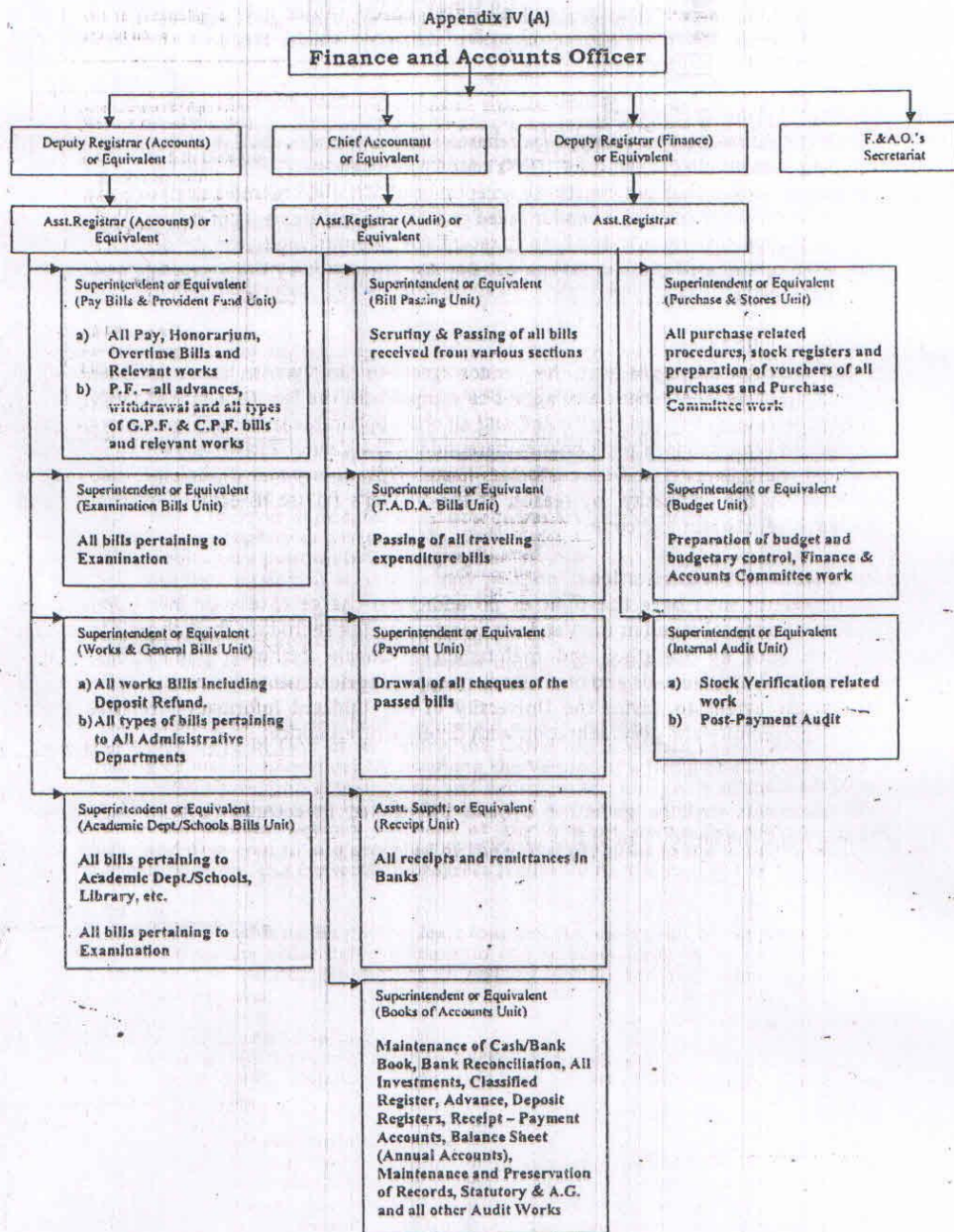


ANNEXURE - 7
THE STRUCTURE AND THE MINIMUM STAFFING PATTERN
FOR THE FINANCE AND ACCOUNTS SECTION
AS PROPOSED IN THE ACCOUNT CODE



Appendix IV (B)
Staffing Pattern

Sr.No.	Name of the Unit	Officers	Supervisory Officer	Assistants
1	Finance and Accounts Officer	1	1	1
2	Deputy Registrars/ Chief Accountant or Equivalent	3		
3	Asst. Registrars or Equivalent	3		
4	Steno to F & A.O.'s Office		1	
5	Receipt Unit		1	
6	Payment Unit		1	4
7	Books of Accounts Unit (Cashbook Unit)		1	4
8	Pay bills and Provident Fund Unit		1	6
9	Examination Bills Unit		1	6
10	Works and General Bills Unit		1	5
11	Academic Departments/ Schools Bills Unit		1	5
12	TADA Bills Unit		1	6
13	Bills Passing Unit		1	2
14	Budget Unit		1	8
15	Purchase and Stores Unit		1	2
16	Internal Audit Unit		1	7
	Total	7	14	62
	Grand Total		83	

Note : The above shown setup is a model staffing pattern arrived at on the basis of the average work being carried out in the member universities. Depending on the requirement of each universities and the special type of work if any having regard to geographical locations or other factors appropriate demand for staffing pattern may be made by the concerned university.

The above model staffing pattern is based on the workload of the universities which have

- a) 175-200 Affiliated Colleges
- b) 1,50,000 - 2,00,000 Students.