



Office of the Registrar
University of Swat

Administration Block, Charbagh Swat

Ph: +92-946-730520

www.uswat.edu.pk

Email: establishment@uswat.edu.pk

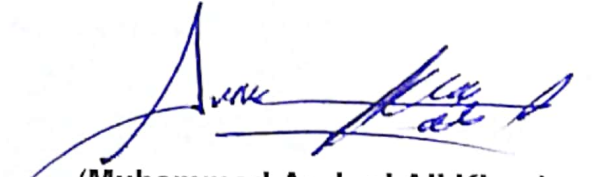
No. UoS/Estt/ 1115

Dated: 33/10/2023

NOTIFICATION

Consequent upon recommendations of the committee constituted vide No. UoS/Estt/352 dated: 28/03/2023; it is notified that, policy (procedure/policy for Departmental Contingency Fund) notified vide Notification No. UoS/Meetings/50-SYND/2023-19 dated: March 10, 2023 (copy enclosed) will stand intact with minor changes in clause 5 (c) read as "*Spending on Chemicals, Laboratories supply according to the need within the available budget*".

Encl (as stated above)


(Muhammad Arshad Ali Khan)
Assistant Registrar Establishment

Copy for information to:

1. PS to Vice Chancellor
2. PS to Registrar
3. All Deans
4. Treasurer
5. Director IT (with remarks to upload the same on university website)
6. All Heads (Academic Units)
7. File.



Office of the Registrar

(Meetings Section)

University of Swat

Administration Block, Charbagh, Swat,

Ph: (0946) 730504

Email: meetings@uswat.edu.pk

No. UoS/Meetings/50-SYND/2023- 19

Dated: March 10, 2023

NOTIFICATION

Subject: **FORMULATION OF DEPARTMENTAL CONTINGENCY FUND AND ITS POLICY**

It is notified for the information of all concerned that, the Syndicate in its 50th meeting (held on February 21, 2023) vide item No. 05 (Sub-item No. 13), approved recommendations of the Finance & Planning Committee (made in its 20th meeting held on January 20, 2023) reproduced as under:

"The committee recommended formulation of Departmental Contingency Fund (DCF) and its Policy. The committee agreed with the following Policy and empowered the Vice Chancellor to constitute a committee to review the policy in detail.

Procedure/Policy for Departmental Contingency Fund

1. This Policy may be called "Departmental Contingency Fund" University of Swat.
2. The Departmental Fund shall be collected from the students of various Disciplines/Departments at the rate prescribed as follows: -

I) BS 4/5 years/Masters

- a) The departments having no labs or survey activities @ Rs.600/- from each student per semester.
- b) The departments having labs or survey activities @ Rs.800/- from each student per semester.

II) M.PHIL/MS

- a) The departments having no labs or survey activities @ Rs.800/- from each student per semester.
- b) The departments having labs or survey activities @ Rs.1000/- from each student per semester.

III) Ph.D

- a) The departments having no labs or survey activities @ Rs.1000/- from each student per semester.
- b) The departments having labs or survey activities @ Rs.1200/- from each student per semester.

3. The faculty department shall collect the amount of Departmental contingency fund from the students (morning + evening shift/self-finance) in the start of semester and shall deposit in the account of its department. The department concerned will submit the complete detail i.e Name of Department, student name, father name, his/her roll number, amount collected etc. in the Treasurer's office, University of Swat.

4. The authority of expenditures from the DCF may rest with the concerned Deans/chairman/HODs/Directors.



Office of the Registrar

(Meetings Section)

University of Swat

Administration Block, Charbagh, Swat,

Ph: (0946) 730504

Email: meetings@uswat.edu.pk

No. UoS/Meetings/50-SYND/2023- *even*

Dated: March 10, 2023

5. The amount of DCF shall be utilized/spend/used on the following areas:
 - a. Stationary (except paper) up to Rs.10000/- per semester
 - b. Departmental promotion material like banners etc up to Rs.3000/- per semester
 - c. Chemical, laboratory supplies up to Rs.10000/- per month.
 - d. Payment of utility bills. Surcharge in bills will not be admissible.
 - e. Payment on account of Board of Studies/DTRC which includes remuneration to external members and refreshment charges only.
 - f. Minor repair work, replacement of bulbs, buttons, sockets etc. up to Rs.1000/- per month.
 - g. Purchase and refilling of toner for printer upto Rs.3000 per semester.
6. All such expenditure shall be made in accordance to the financial rules of the University.
7. Recovery will be made from the concerned Chairman/HODs/Directors in case purchase of items or utilization of fund except the above-mentioned items/purpose.
8. The chairman/HODs/ Directors concerned shall maintain complete record of all transactions made including cash book, ledger, and monthly expenditure statement.
9. The record /accounts of DCF shall be audited by the internal and external audit.
10. The Balance amount over and above Rs.15000/- on the closing date of semester shall be transferred to University Endowment Fund Account."

(Imtiaz Ali)
Registrar

Copy for information / necessary action to the:

1. PS to Vice Chancellor
2. PS to Registrar
3. Deans of the Faculties
4. Treasurer
5. Assistant Registrar Academics
6. Assistant Registrar Establishment *(w.r.t propose a committee accordingly)*
7. Syndicate File

(Imtiaz Ali)
Registrar