



தமிழ்நாடு ஆசிரியர் கல்வியியல் பல்கலைக்கழகம்

TAMILNADU TEACHERS EDUCATION UNIVERSITY

(with UGC 2(f) & 12(B) status and NAAC Accredited with 'A' Grade in 1st Cycle)

(Established under Tamil Nadu Act 33 of 2008)

GangaiammanKoil Street, Karapakkam, Chennai - 600 097.

Phone No.044-28389027 E-mail: registrar@tnteu.ac.in Website: www.tnteu.ac.in

Official Communication No.TNTEU/R/Finance/Adv.Settlement/Instructions/2024/00431 Date: 14.03.2024

Prof.N.Ramakrishnan, Ph.D.,

Registrar i/c

WEB POST

OFFICIAL COMMUNICATION

Sub: TNTEU – University Exam Centers – Settlement of Advance – Follow the instructions - Intimation – Reg.

As per the subject mentioned above, the Principals / Chief Superintendent of Exam Centers in the affiliated Colleges are requested to follow the given instructions while settlement of advance for conduct of Examinations.

Instructions:

1. Covering Letter – with bold heading as **EXAM CENTER ADVANCE SETTLEMENT, MONTH & YEAR** (format attached) – Page 1.
2. Tabulated Format of the advance settlement - Page 2.
3. List of the bills with exact amount - Page 3.
4. All the original bills and vouchers relevant for the settlement.
5. All the Small bills and vouchers should be stick to A4 sheet.
6. All the Bills and Vouchers should be properly binded.
7. All the Bills and Vouchers should be attested by the Principal of the College, who also be responsible for the account settlement if there is any discrepancy found in the settlement.
8. Advance settlement should reach this office within 10 days from the last date of examination.
9. If advance settlement not reached this office within 10 days, reimbursement request will not be entertained.


REGISTRAR i/c

Encl.: Advance Settlement letter format.

To

The Principals,
Affiliated Colleges of Education,
Tamil Nadu Teachers Education University.

Covering Letter – Format

EXAM CENTER ADVANCE SETTLEMENT, MONTH & YEAR

From

Exam Centre Code:

The Principal

..... College of Education (CC:.....)

College Address

Mo:

E-mail ID:

To

The Registrar,

Tamil Nadu Teachers Education University,

Karapakkam, Chennai – 600 097

Sir,

Sub: B.Ed. / M.Ed. / B.Sc.B.Ed. / B.A.B.Ed. - Exam Centre – Advance Settlement
– Month & Year of Examination – Reimbursement Requested / Balance
Amount returned to the University – Settlement – Reg.

Ref: Exam Centre Chief Superintendent Appointment Letter No.

As per the reference order cited, I herewith submit the advance settlement for the
Conduct of B.Ed. / M.Ed. / B.Sc.B.Ed. / B.A.B.Ed. Examination, Month & Year at our
College premises.

Sl. No.	Details	Amount
1.	Advance Received	
2.	Expenditure	
3.	Reimbursement requested	Rs. Name: Bank A/c No. Bank: Branch: IFSC Code:
Or		
4.	Balance Returned to University Account : Account No.: 6096850339 Name: The Registrar, Tamilnadu Teachers Education University Bank : Indian Bank Branch : Sholinganallur IFSC Code: IDIB000S092	Amount: UTR Number: Date:

Seal & Signature of the Principal**Encl.:**

1. Tabulated Format.
2. List of Bills & Vouchers with amount.
3. All the Original Bills & Vouchers.
4. Details if the balance returned to University.