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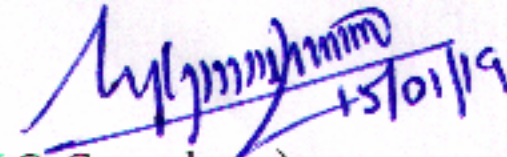
CIRCULAR

The Drawal of Advances and Settlement thereof has been regulated as per the provisions laid down under Rule 323 (2) of GFRs 2017. In this connection, the Finance and Accounts Department has issued circulars from time to time.

In this regard, the following points are once again reiterated for strict compliance:

1. The bill for the settlement of outstanding advance should invariably be submitted by 20th of the every month to the co-ordinating Office concerned with a copy of the Proof (covering letter, outward no. etc.) of submission of such bill to Finance & Accounts Department immediately by email (fo@manuu.ac.in; mdhabeekhan@manuu.edu.in)
2. It may please be ensured that the outstanding bill for settlement of advance should be submitted within 15 days of drawal of Advance.
3. Whenever an Advance request is submitted, it may please be indicated that there is (a) No Outstanding Advance (OR) (b) The Settlement of outstanding advances has already been sent to the co-ordinating Office under intimation to Finance & Accounts Department.
4. Coordinating Offices shall take all round efforts to see that the bills for settlement of advances are processed within a week after the receipt of the adjustment bills.
5. Exceptional cases shall be considered on the specific orders of the VC on the recommendations of the Finance Division.

Any non-compliance of the above will lead to recovery of advance as per the procedure in vogue.


(M.G. Gunasekaran)
Finance Officer

To

- 1) O/o the VC/Registrar/ Finance Officer/ Controller of Examination
- 2) All Deans/Heads/RDs
- 3) Director, CIT – with a request to upload on University website
- 4) Concerned file