

Circular**Sub: Adjustment of Advance**

In view of the problem faced in respect of adjustments of advance, following need to be adhered by everyone scrupulously from 1st April, 2011.

1. For adjustment of advance, one months time as per rule may please be honoured.
2. Second advance by the same official be taken only after giving adjustment of earlier advance except under emergency to be recorded in writing to be approved by CA as applicable.
3. Expenditure should be made for the purpose for which it was taken.
4. A certificate duly completed by sectional head shall be issued by the Finance Branch hereinafter, indicating the adjustment of advance & other details (Performa is attached) in the same file in which the advance was taken.
5. Advance should be taken only in the concerned file.
6. Advance shall be given only to Group "B" & above officials only.
7. While submitting the adjustment a summary of expenditure should invariably be attached, duly signed & stamped by the concerned official.

Finance Officer

Certificate of Adjustment

It is certified that the details advance taken by Prof./Dr./Ms/Mr/-----
Department/Section----- on dated----- is as follows:

1. Advance taken	Rs.-----
2. Expenditure	Rs.-----
3. Adjustment	Rs. -----
4. Deposited	Rs. -----
5. Reimbursement	Rs. -----

Sectional Head

The above is hereby adjusted on dated-----vide entry no.-----in cash book.

Cashier

Sr. Asstt./UDC

AR(F)