

Letter No: FO/BBAU/2022/78

Date: 02/06/2022

CIRCULAR

All the stake holders of the university are hereby informed that unadjusted advances against officers/officials and faculty members are increasing due to non-settlement of the same timely. It is also observed by the Audit Team. Therefore, all concerns are requested to ensure the following:-

1. Immediate settlement of advances may be processed by the advance holder.
2. While submitting the adjustment, a summary signed and stamped by the concerned officials alongwith item wise details of Expenditure with original cash memos duly stock entered & verified may be submitted.
3. Second/Subsequent advance can not be sanctioned to official, until the submission of the adjustment of previous advance, certificate in this regard is required from the advance seeker.
4. Articles provided by Store and purchase Section/Engineering Section/Computer Center may be purchased by indenter only after obtaining Non-Availability Certificate from the respective section.
5. Advance holder will be responsible for any objection raised by C&AG regarding unauthorized or irregular expenditure.
6. Rubber Stamped bills should be avoided. Only printed and GST numbered bills/Cash memos will be considered for adjustment/payment as per GFR/University rules.

It is requested that above be scrupulously observed

Sonalini Nayak
Finance Officer (I/c)

All the Concerned

Copy to :-

1. Assistant Registrar, Vice Chancellor Office for kind information
2. PS to Registrar for kind information.
- ✓ 3. In-Charge, University website for uploading it on the University website.

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02/06/22

Sonalini Nayak
Finance Officer (I/c)