



GURU GHASIDAS VISHWAVIDYALAYA, BILASPUR (C.G.)

गुरु घासीदास विश्वविद्यालय, बिलासपुर (छ.ग.)

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S.No *646* /Fin./15

Bilaspur Date: *8.10.15*

// CIRCULAR //

In continuation of earlier circular dated 23/12/2014 instances have still noticed that the various officials are holding huge amount of advances on different accounts i.e. Temporary Advance, TA Advance and LTC Advance, Medical Advance etc. without their immediate adjustment as soon as they occur or within the time limit as per rule. The time limit of following advances has been given below:

1. Temporary Advances: As per rule in no case, should the submission of the detailed bill be delayed beyond the end of the month following that in which the advance was drawn. Advance holder is his own responsibility to adjustment of Temporary Advances by submission of detailed accounts supported by vouchers or by refund, as may be necessary. (Maximum Limit of Adjustment within one month from the date of drawal)
2. TA Advance: Within 15 days of completion of the tour.
3. LTC Advance: The official should furnish Railway Ticket numbers, PNR No./Air Ticket No. within 10 days of drawal of the Advance and final adjustment will be within one month from the date of return journey.
4. Medical Advance: Within one month from the date of treatment is over.

Therefore, all officials concerned are further advised to refer mainly Swamy's Hand Book and other relevant Rule Books as case may be for getting full awareness of each Rule with latest updates. Account Section will free to take action according to latest updates if it becomes enforced by the Govt. of India time to time. Please ensure for such adjustment within time limit prescribed as above or time to time updating by the Govt. of India, failing which the same would be treated as TIME BARRED CLAIM and will not be accepted for audit & payment and recovery will be made with penal interest @2% over the interest rate allowed by the Government of the GPF.

All officials concerned are once again requested to co-operate with Finance to comply the Government Rule strictly to avoid audit objections.

By Order

08/10/15
Finance Officer (I/c)

Bilaspur Date: *8.10.15*

Endt.No *647* /Fin./15

Copy to:

1. P.S. /P.A to V.C./Registrar, GGV, Bilaspur for information to Honorable Vice-Chancellor/ Registrar .
2. All Deans/H.O.D. for onward transmission to their subordinate staff/officials/faculties for strict compliance.
3. Internal Audit Officer, G.G.V. Bilaspur for information and necessary action please.
4. H.O.D. CSIT, for uploading the Circular to University website please.
5. Hindi Officer, G.G.V. Bilaspur for releasing hindi version of this circular please.
6. Guard file.

Shiv
Asstt. Registrar (Fin.)