हेमवती नन्दन बहुगुणा गढ़वाल विश्वविद्यालय (केन्द्रीय विश्वविद्यालय)
Hemvati Nandan Bahuguna Garhwal University (A Central University)
श्रीनगर गढ़वाल (उत्तराखण्ड)–246174
Srinagar Garhwal (Uttarakhand) - 246174

Ref: HNBGU/FO/2023/169 Date: 05/01/2024

CIRCULAR

It is hereby informed to all the Staff members of the University (Teaching and Non-Teaching) to settle their advances, on or before 31st January 2024. This will help the Finance and Accounts (F&A) Section to close the Advance Accounts to avoid any audit observations, at a later stage.

The rule position regarding the settlement of advances are brought to the notice of all the concerned:

Rule 323 (2) of GFR – The adjustment bill, along with balance if any, shall be submitted by the government servant within fifteen days of the drawal of advance, failing which the advance or balance shall be recovered from his next salary(ies).

All the concerned are requested to take a kind note of the above rule and submit the any outstanding advances to the F&A section at the earliest to avoid any inconvenience at a later stage.

This is issued with the approval of the competent authority.

05-01-2024
Finance Officer

Copy to:

1. Campus Directors Chauras/Pauri/Tehri, Director IQAC/RDC/MMTTC.
2. All Dean/HoDs.
3. All the Section Heads/In-charge/AR/DR/PRO.
4. CoE.
5. Registrar Office.
6. PS to PVC for information of PVC.
7. PS to VC for information of Hon'ble Vice-chancellor.
8. System Manager to upload on the University website.
9. Guard File.

Finance Officer