



CENTRAL UNIVERSITY OF JHARKHAND

झारखण्ड केन्द्रीय विश्वविद्यालय

(Established by an Act of Parliament of India, 2009)

FINANCE & ACCOUNT SECTION

ORDER

No. CUJ/Fin/2017-18/Advance adjustment/17/ 352.

Date: 15.09.2017.

It was observed that at the time of settlement of an advance by the employees many a times bills were not authenticated by the incumbent. As per direction of the Competent Authority henceforth following additional guidelines shall be followed by the employees in connection with settlement of an advance:

1. Expenditure out of an advance, incurred by the employee can always be done by cash/cheque/plastic money. For this employee has to submit proper bills duly marked – “Paid by Me” and signature.
2. Expenditure out of advances should be limited to the amount sanctioned, however in exceptional circumstances permission to exceed it by 10% at the maximum shall be allowed on case to case basis.

This issue with the approval of the Competent Authority.

Sd/-
FINANCE OFFICER (I/C)

Copy for information and necessary action to:-

1. Private Secretary to the Vice-Chancellor
2. Private Secretary to the Pro Vice Chancellor
3. PS to the Registrar
4. PS to the Finance Officer
5. All the Deans
6. Librarian
7. All Heads/Coordinators
8. Dy. Registrar's
9. Executive Engineer
10. All the Section In-charges
11. University Web Site
12. Notice Board
13. Guard File/Concerned file


FINANCE OFFICER (I/C)