



No. CUJ/FIN/GEN/ADVANCE/2018-19/691

Date: 10/08/2022

**NOTICE**

With the approval of the Competent Authority, the undersigned is directed to convey all the teaching/non-teaching staff/officials of CUJ that the advance for all contingent and miscellaneous purpose shall be settled /adjusted within 15 days of the drawl of advance or completion of event, failing which the advance shall be recovered from their next salary.

2. Prior permission of the competent authority shall be mandatory for holding advance for more than 15 days in case of unavoidable circumstances duly mentioned in writing. Such permission may be sought in advance before forwarding the file in Finance Department for adjustment/reimbursement.

10/8/22  
Finance Officer (I/C)

Copy for information to: -

1. PS to the Vice Chancellor
2. PS to the Register
3. PS to the Finance Officer
4. All Deans, Heads and Coordinators/Prof. AA/Director IQAC
5. Controller of the Examinations/Librarian/DRs/ARs
6. OSD/Consultant (Acad. Admi.)
7. IAO.
8. M.O/EE I/c, Purchase I/c, Technical Cell I/c, Chief Proctor
9. PIs I/c, Recruitment Cell, Guest House I/c, Security Officer
10. PRO, CPIO I/c, Legal Cell, Sports I/c, NSS Co-Ordinator
11. NCC Co-Ordinator, I/c Training & Placement Cell
12. All Teaching & Non-Teaching Employees
13. STA for uploading on the Website
14. Notice Board
15. Guard File