



F.No.1518/F&A/CUK/16-17/15

Date: 09.03.2017

By Email Only

CIRCULAR

For compilation of Current Financial Year Annual Accounts (2016-17), the Finance section needs to work on various aspects before the closure of accounts by **31st March, 2017.**

In this context, it is hereby requested to all the concerned for full & final settlement of **advances** drawn for official purposes, **LTC Advances, Imprest** on or before **24.03.2017.**

Keeping in view the closure of accounts by 31st March 2017, the requests for new advances will not be considered after 20th March, 2017 except in emergency cases and they are also required to be settled possibly by 31st March, 2017 only.

Imprest and advances for the next financial year (2017-18) will be released from the 1st week of April -2017 on obtaining the approval from the Competent Authority. It may also be noted that if the earlier advance is not settled, the second advance cannot be released as per **General Financial Rules (GFR) 2005** and it may attract audit observations.

Copy to:

1. PS to the Vice Chancellor
2. PS to the Pro Vice Chancellor
3. PS to the Registrar
4. The Internal Audit Officer
5. All the Deans/HoDs/Coordinators/Section Heads :- for compliance
6. The System Analyst:- to place this circular in CUK Website

} for information.


Finance Officer
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