



गुजरात केन्द्रीय विश्वविद्यालय
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)
CENTRAL UNIVERSITY OF GUJARAT
(Established by an Act of Parliament of India, No 25 of 2009)

F. No. 21-19/2019/CUG-Finance/127

Date 19.03.2020

Circular No. 13/2019-20

Sub: Submission of Bills /Advances/Advance Settlements -Reg.

Ref: CUG Circular No. 44/2019-20 dated 01.01.2020.

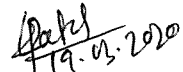
This is to bring to kind attention of all Deans/Chairpersons/Coordinators and HoDs that before releasing payment against any bill the F&A department needs to follow certain procedure and fulfil the requirements of GFR-2017, Government of India rules and University guidelines. Processing payment, therefore, requires sufficient time for strict adherence to rules and guidelines.

Every bill/advance application/advance settlement (complete in all aspects) submitted to F&A Department would require the time limit for clearance of the same as per the time schedule mentioned below:

1. All Bills shall require at least 10 working days to disburse the payment.
2. Application for Advance disbursement require at least 5 working days.
3. All utility bills with **due date** requires to be submitted at least 7 working days before the due date of the payment.
4. All bills pertaining to Seminar/Workshop/Field Trip/Conference or any other Advance Settlement will require at least 21 working days to settle the accounts.

Therefore, it is hereby requested to submit complete set of documents with all necessary requisites for processing of bills in stipulated time as mentioned above (1-4) for smooth functioning of F&A dept work.

Your co-operation in this regard will be highly appreciated.


Drawing and Disbursing Officer

Copy to:

1. All Deans
2. Registrar (Offg.)
3. CoE (Offg.)
4. DSW
5. VC Secretariat
6. All Chairpersons/Coordinators of Centre (By Email)
7. Deputy Registrar (Admin.)
8. Deputy Registrar (Acad.)
9. Assistant Librarian
10. Dean Office (Sector-29 & 30 Campus)
11. ICT Chairperson-with a request to post on the University Website

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