



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/Finance-2018/103

Dated: 06th August 2018

CIRCULAR No.09/2018-19


Subject: Revised Guidelines for drawl and Adjustment of Temporary Advance.

Temporary Advances are sanctioned to Schools/Centres/Departments or individual faculty members, staff for purchase of goods/services or to execute the tasks approved by Competent Authority. In this connection, it has been observed that in many cases, advances are not settled on time as per Rule 323 of the GFR-2017. This has also led to Audit para(s) in the past. Also, the kind attention of all employees of the University may be drawn to the fact that the University has already implemented the Public Financial Management System (PFMS) w.e.f. 01st July 2018, on the directives of MHRD. Keeping in view of the PFMS requirement and to ensure adherence to extant Rules, Finance and Accounts Dept. of the University has made some changes in the procedure for drawl of Temporary Advance and settlement of Advance thereon. Necessary changes have been made in the forms and the same have already been uploaded on the University website. The following revised guidelines/procedure, as approved by Hon'ble Vice-Chancellor, will be implemented with immediate effect and all the concerned are required to follow the provisions of these guidelines.

- (i) Drawing temporary advances should only be in *extreme exigencies* after due approval from competent authority. In normal circumstances, Schools, Centers and Departments may route their requirements for goods and services through Administration and Finance and Accounts Department.
- (ii) Request for “**Temporary Advance**” should be submitted in a prescribed format (*format enclosed as Annexure A*) clearly indicating administrative approval, budget head, objectives and justification.
- (iii) To the extent possible, advances will be sanctioned in the name of HoD or in exceptional cases to regular teaching and non-teaching staff. Advances shall not be sanctioned in the name of contractual employees.
- (iv) All the expenditure incurred out of sanctioned amount are to be strictly in accordance with GFR-2017 and as per requirement of PFMS. Conditions laid down in the GFR-2017 and requirements of PFMS have been incorporated in the requisition and settlement forms.
- (v) As the University has adopted digital payment system, all expenditure should be made through digital mode only.
- (vi) All the bills should be verified by Dean/Chairperson/Coordinator/HoD, as the case may be, with signature, name and stamp with a declaration that the amount has been spent as per Rule and for the purpose for which approval was accorded.

- (vii) The adjustment of advances shall be strictly as per Rule 323(2) of the GFR-2017, which says, "The adjustment bill, along with unspent balance, if any, shall be submitted by the Government servant within 15 (fifteen) days of the drawl of advance, failing which the advance or balance shall be recovered from his/her next salary(ies)".
- (viii) The HoD shall be responsible for timely adjustment of advance.
- (ix) After 15 days Advance settlement application will not be accepted.
- (x) For the purpose of adjustment of advance duly filed Form "**ADJUSTMENT BILL**" (*format enclosed as Annexure B*) shall be submitted.
- (xi) Advance Register and Budget Register are to be maintained by each Department/School/Centre separately.
- (xii) No advance application will be entertained, where the advance is pending for adjustment against the same applicant.

This issue has the approval of the Competent Authority.


Finance Officer (Offg.)

Encl: Annexure A and B (as stated above)

Copy to:

1. All Deans
2. Director-30 campus
3. Registrar
4. CoE (Offg.)
5. All Chairpersons/Coordinators of Centre (By Email)
6. Assistant Librarian
7. Dean Office (Sector-29 & 30 campus)
8. ICT Chairperson-with a request to post on the University Website
9. VC Secretariat
10. Administration Department
11. Admission & Evaluation Department
12. All teaching and Non-Teaching regular staff (By e-mail)
13. Guard file (F&A)