



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)

Prof. Sanjay Kumar Jha
Finance Officer (Offg.)

By Speed Post/ By Email/ By Hand

F.No.21-19/2024/CUG-Finance/ 225

Dated 15-03-2024.

CIRCULAR NO.11/F&A/2023-24

Sub: Submission of Adjustment of Temporary Advance and Imprest Advance for Settlement to Finance and Accounts departments - Reg.

As we all aware that the last month of the current FY 2023-24 is already in progress. Therefore, it is hereby conveyed to all concerned officials to submit **Adjustment of Temporary Advance taken in the FY 2023-24** for its settlement on or before 25.03.2024.

Adjustment of Temporary Advance submitted after due date will not be accepted for the payment if any. Necessary action will be taken as per GFR 2017 in cases wherein the Adjustment of Temporary Advance is pending more than 15 days.

Furthermore, all concerned Officials are also advised to submit Adjustment of Imprest Advance on or before 31.03.2024 along with balance amount if any.

All the Concerned are requested to take the strict compliance of it.


Finance Officer (Offg.)

To, (By E-Mail)

- 1) All Deans
- 2) Registrar
- 3) CoE (Offg.)
- 4) Prof. (i/c) Library
- 5) All Head of the Departments
- 6) ICT Chairperson-with a request to post on the University Website
- 7) Director-RDC, Nodal Officer, CIF
- 8) DR (Admin.) & DR (Acad.) & All ARs
- 9) DDO
- 10) All Purchase Officers of the concerned School/Dept
- 11) Dean Office (Sector-29 & 30 campuses)
- 12) PS to VC
- 13) Rajbhasha Cell – For Hindi Translation

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