

مولانا آزاد نیشنل اردو یونیورسٹی
مؤلانا آزاڈ نیشنل اردو یونیورسٹی

MAULANA AZAD NATIONAL URDU UNIVERSIT

(A Central University established by an Act of Parliament in 1998)

(Accredited "A" Grade by NAAC)



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Finance Officer I/c

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No.MANUU/F&A/2018-19/301

Date :- 04-10-2018

CIRCULAR

Sub :- Settlement of Advances – reg.

Ref : Approval of the Vice Chancellor dated 01-10-2018

This is in continuation of the Finance & Accounts Circular No. MANUU/F&A/2017-18/95 dated 01-05-2017. It is observed that though the final settlement Bills are submitted by the officers, the advances are shown pending till these bills are processed in respective departments & finally settled in Finance & Accounts office.

In view of this, officers should ensure that a copy of the forwarding letter may also be sent to the Finance & Accounts Office at the time of submission of Advance settlement bills to the respective departments in the Head Quarter.

Finance and accounts office should receive the settlement bill or the proof of submission of settlement bill latest by 20th day of the month, failing which Finance & Accounts would be constrained to adjust the balance amount of advance from the salary of the individual as per the provisions laid down in the GFRs-2017 and F & A Circular No. MANUU/F&A/2017-18/95 dated 01-05-2017.

Further, with respect to satellite campuses, RCs, CTEs, model schools, off campuses etc., It was observed in few cases that the officers were not even aware of the release of advance / settlement of advance.

In view of above, The coordinating departments in the head quarter may please ensure to intimate the officers about the release of advance / settlement of advance instantly.

Vanaja
24/10/18
(Dr. M. Vanaja)

All Deans / Directors / Principals / Section Heads &
Head of the Departments

Copy to : Secretary to the Hon'ble Vice Chancellor
Pro – Vice Chancellor
Director, CIT – with a request to upload on
University Website