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Prof. Shehzad Ahmed  
Finance Officer

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**URGENT/VERY IMPORTANT**

**Subject:** Settlement of Advances before Closure of Financial Year 2025–26 – reg.

The Financial Year 2025–26 will close on **31st March 2026**. In order to facilitate timely closure of accounts, it is hereby informed that **no fresh advances shall be sanctioned or released after 06th March 2026**.

Further, all advances drawn during the current financial year shall be settled on or before **13th March 2026**.

The above instructions shall apply to **all categories of advances**, including:

- LTC Advance
- Medical Advance
- Tour / TA Advance
- Advances drawn for organizing Seminars, Workshops, Conferences, FDPs, Symposia, Guest Lectures, and other Departmental / University activities
- Any other advance drawn from University funds

All the Regional Centers/Sub Regional Centers/Deans/HOD's/Principal Polytechnic/Principal Model School/Principal CTE's/Principal ITI and all Section Heads are requested to submit **adjustment bills along with complete supporting documents and remit the unutilized balance, if any, to the Finance & Accounts Section** within the stipulated date.

**Advances for Events Scheduled After 13th March 2026:**  
No advance shall ordinarily be drawn for activities scheduled after the above settlement date. Such expenditure shall be met through direct payment.

It is further informed that **any advance remaining unsettled beyond 13th March 2026 shall be recovered from salary or adjusted as per extant Government of India rules**, and the responsibility for non-settlement shall lie with the individual/Department concerned.

Heads of Departments/Sections are requested to bring the contents of this circular to the notice of all faculty and staff under their control and ensure strict compliance.

Finance Officer

**Prof. Shehzad Ahmed**  
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