मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी مولانا آزاد نیشنل اُردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY
A Central University under Ministry of Education
Government of India

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Prof. Shehbaz Ahmed
Finance Officer

MANUU/F&A/2026-27/ 178 Date: 23-11-2026

URGENT/VERY IMPORTANT

Subject: Settlement of Advances before Closure of Financial Year 2026–27 – Reg.

The Financial Year **2026–27** will close on **31st March 2027**. In order to facilitate timely closure of accounts, it is hereby informed that **no fresh advances shall be sanctioned or released after 10th February 2027**.

Further, **all advances drawn during the current financial year shall be settled on or before 15th February 2027**.

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 15th Feb 2027:

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 15th Feb 2027 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

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