

CIRCULAR

To

1. The Heads of the University Departments,
2. The Heads of the University Sections,
3. The Secretaries of various Boards.

Subject :— Prompt Settlement of Advances.

Sir,

It has transpired that University employees drawing advances from the University Funds are not very careful in submitting the accounts of such advances.

2. The person drawing the advance from the University Fund is personally responsible for—
 - (i) incurring expenditure out of the advance within a reasonable time.
 - (ii) for keeping the amount in his safe custody.
 - (iii) for procuring bills in support of the expenditure complete in all respects.
 - (iv) refunding the amount in respect of expenditure held inadmissible audit.
 - (v) and finally for incurring the entire expenditure by following scrupulously the pertinent rules of the University and with due regard to the canons of financial propriety.
3. Settlement of advance is sometimes delayed on the ground that all the bills are not available, they are incomplete and under correspondence, they are under investigation of the supervisory officers etc. The unspent balance in cash out of such advance is also retained till all these formalities are settled, which is very objectionable in principle and amounts to unauthorized retention of funds on hand. If delay in settlement of advance is likely to occur for one reason or the other the first thing to be done shall be to recredit the unspent balance of the advance at once, to the University funds. Any failure in this behalf may call for disciplinary action.
4. A reasonable estimate of the expenditure proposed to be incurred out of the advance is not prepared and advances are drawn in large amounts when hardly even one-fourth of such amounts are actually expected to be spent, resulting in the retention of the large amounts on hand out of advances and unnecessarily.
5. In accordance with the general principle regulating the receipt and disbursement of Public Funds, every officer who draws advance from the public funds is personally responsible for the money, which comes or passes through his hands. It is therefore, in his own interest that he should draw advances sparingly as possible and for the amounts actually needed for immediate expenditure. As inordinate delay in submission of account of the advance may render it unadjustable by passage time and become personal liability of the employee concerned, all are requested to note instructions contained in this circular and observe them carefully in future.

Registrar
University of Pune.