

# Indian Institute of Information Technology, Allahabad

## Internal Audit Wing

F.No.: IIIT-A/DR(F&A)/Advances/369 /2016

Dated: 28.06.2016

### CIRCULAR

#### **Subject: Guidelines for Advances for contingent and miscellaneous purpose**

As per Rule 292 (1) of GFR, the Head of the Office may sanction advances to Officers / Officials for purchase of goods or services or any other special purpose needed for the management of the office with certain conditions. In this context, it is advised that the following guidelines may please be kept in mind for advances for contingent and miscellaneous purpose:-

- 1) **It is expected from all the concerned to exercise the same vigilance in respect of expenditure incurred from public money as a person of ordinary prudence would exercise in respect of expenditure of his own money.**
- 2) **The person drawing the advance from the Institute is personally responsible:-**
  - for incurring the entire expenditure within a reasonable time,
  - for keeping the amount in his safe custody,
  - for procuring bills in support of the expenditure complete in all respect and
  - for utilizing for the purpose for which it was sanctioned with due regard to the cannons of financial propriety.
- 3) Settlement of advance is sometimes delayed on the ground that the bills are not available or incomplete etc. The unspent balance in cash out of such advance is also retained till all these formalities are settled, which is objectionable in principle.
- 4) The adjustment bill, along with balance if any, shall be submitted by the employees within 15 days of the drawal of advance, failing which the advance or balance is liable to be recovered from his next salary with 2% of interest over and above the current prevailing GPF rate.
- 5) The unspent balance should also be refunded immediately to the Accounts Section by the employees after the purpose is over.
- 6) The amount of advance under any circumstances shall not be permitted to use to defray expenses of any other subsequent event.

- 7) No second advance or subsequent advance will be granted for the same purpose unless the first advance is cleared or bills for the settlement are submitted. However, in the urgent circumstances, the second advance may be granted with the specific approval of the competent authority.
- 8) The concerned person looking into the said work shall be responsible for maintaining proper records of advances granted and its settlement and also liable for any lapses in the said regard or any delay in the adjustment of advances.
- 9) Advances shall not be allowed to be carried forward to the next financial year.
- 10) Purchase of capital items (Assets) shall not be allowed through contingent advances.
- 11) A reasonable estimate of the expenditure proposed to be incurred out of the advance should be prepared by the Officers / Officials. Advances should not be drawn in large amount under any circumstances.

All concerned are, therefore, requested to kindly note the instructions contained in this circular and observe them carefully to avoid any adverse comments from the C&AG Audit.

This has been issued with the approval of the Director.

  
Dy. Registrar (F&A)

**Copy to:-**

- Director -- for kind information.
- All Faculty Members / Officers / Staff Members
- CVO