



Doon University, Dehradun

Office of the Registrar

No. 218/R-DU/2024 Dated- 01 April 2024

Circular

Subject: Guidelines for Advances for contingent and miscellaneous purpose

The University sanctions advance amount for various purposes such as purchase of goods or services or conduct of seminar, conference and other events which are organized from time to time. In this context following guidelines are hereby issued for advance 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/her own money.
2. The person drawing the advance from the University 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 canons 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 on the completion of work, failing which the advance or balance is liable to be recovered from his/ her 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 unless the first advance is cleared or bills for the settlement are submitted.
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. Purchase of capital items (Assets) shall not be allowed through contingent advances.
10. Advances shall not be allowed to be carried forward to the next financial year.

This is issued with the approval of the Competent Authority.

(Dr. M.S. Mandrawal)
Registrar

Copy to the following:

1. PA to VC for kind information of Hon'ble Vice Chancellor.
2. Finance Controller.
3. All Dean/ All Head/ All faculty members/ all officials.
4. Dy Registrar/ Assistant Registrars Finance and Administration.
5. IT I/c for n.a.

(Dr. M.S. Mandrawal)
Registrar