

University of Kalyani



FINANCE DEPARTMENT

Kalyani- 741 235, West Bengal

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Ref. No. FD 1873

Dated: March 14, 2011

CIRCULAR

Sub: Introduction of Advance Adjustment Submission Form w.e.f. 1st April 2011

It is hereby informed to all concerned that Finance Department was facing recurring problems on adjustment of advance due to the absence of some relevant information in the documents submitted by the employee at the time of submission of advance adjustment documents. As a result, a new form is being introduced which has been shown at the back page of this circular that is to be filled up by the employee in whose name the advance was booked and be submitted to advance adjustment section positively at the time of submission of advance.

Submission of such form duly filled up is mandatory for all employees in whose name advance was booked otherwise Finance Department will not accept the documents to be submitted by the concerned employee.

Such form will come into operation w.e.f. 1st April, 2011 and be continued until further order.

Head of the departments are requested to circulate this circular along with the prescribed form to employees of his/her departments so that the purpose of issuing this circular can be served successfully.

Cooperation from all concerned is solicited.

This letter is being issued with the kind concurrence of the Vice-Chancellor.

Copy to:
Vice-Chancellor's Secretariat
All HODs of the Academic Departments
All HODs of the Administrative Departments
✓ Audit & Accounts Officer
Advance Adjustment Section

Sd/-
Finance Officer


Finance Officer

Please See The Back Page For Advance Adjustment Submission Form



University of Kalyani
Finance Department

Advance Adjustment Submission Form

(To Be Submitted to Advance Adjustment Section, Department of Finance)

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| 1 | Name of the employee in whose name advance was booked in advance register | |
| 2 | Designation at the time of advance booked in favour of the above employee | |
| 3 | Department at the time of advance booked in favour of the above employee | |
| 4 | Amount of Advance taken(Rs.) | |
| 5 | Money Sanction(MS) Number | |
| 6 | PV No. | |
| 7 | Cheque No. & Date | |
| 8 | Purpose for which advance was taken | |
| 9 | Financial year in which the advance was taken | |
| 10 | Amount spent out of advance taken(Rs.) | |
| 11 | Amount unspent out of advance taken (Rs.) | |
| 12 | University Receipt No. & Date for refund of unspent amount of advance(Rs.) | |
| 13 | Number of Bills/Vouchers submitted in support of advance adjustment | |

I do hereby declare that the above particulars are true and correct to the best of my knowledge.

I undertake that advance amount has been utilized for the purpose for which it was sanctioned and released by the University and if any irregularities are found by the Finance Department in documents submitted by me for adjustment of advance, I am liable to agree on the decision taken by the University for the said irregularities.

Date:

Full Signature of the employee in whose name advance has been booked