



राष्ट्रीय प्रौद्योगिकी संस्थान कलिकट
NATIONAL INSTITUTE OF TECHNOLOGY CALICUT

सं फा./F. No.2-2/Internal Audit/2022-23

दिनांक/ Dated: 01.08.2022

परिपत्र /CIRCULAR

Sub: Sanctioning of contingent advances -reg.

This Institute is in receipt of Inspection Report on the Local audit of Accounts by the Office of the Principal Director of Audit(Central), Chennai. The audit party has raised query regarding the number of long pending unsettled advances and pointed out that, this indicate poor financial management.

In view of the above, the rule position regarding the sanction and settlement of contingent advances are brought to the notice of the all concerned: -

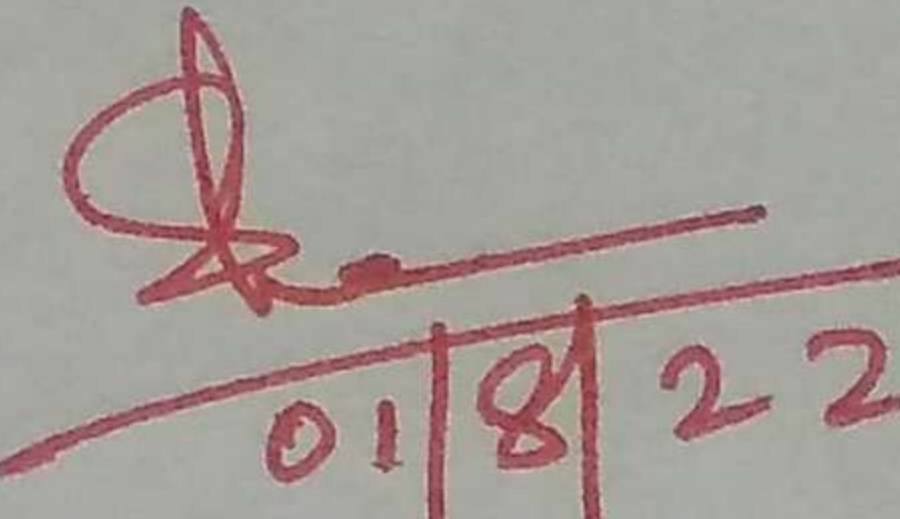
Rule 323(1) of GFR: The Head of the Office may sanction advances to a Government Servant for purchase of goods or services or any other special purpose needed for the management of the office, subject to the following conditions: -

- (i) The amount of expenditure being higher than the Permanent Advance available, cannot be met out of it.
- (ii) The purchase or other purpose cannot be managed under the normal procedures, envisaging post procurement payment system.
- (iii) The amount of advance should not be more than the power delegated to the Head of the Office for the purpose.
- (iv) The Head of the Office shall be responsible for timely recovery or adjustment of the advance.

Rule 323 (2) of GFR: The adjustment bill, along with balance if any, shall be submitted by the government servant within fifteen days of the drawal of advance, failing which the advance or balance shall be recovered from his next salary(ies).

Accordingly, it is hereby informed that henceforth contingent advances will be sanctioned only in extreme circumstances upon approval of the Director.

This issues with approval of the Director, NIT, Calicut.


01/8/22
रजिस्ट्रार/ Registrar

सेवा में/To ,

1. The Director & Dy. Director (for information pl.)
2. All Centre Heads/Deans/HODs/Section Heads/OSD(Audit)
3. All Staff members
4. Webmaster - For publishing in website
5. File