

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी  
MAULANA AZAD NATIONAL URDU UNIVERSITY  
(A central university established by an Act of Parliament)  
Hyderabad - 500 032



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No. MANUU/F&A/2017-18/ 95

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**C I R C U L A R**

**Sub: Sanction of Advance Payments – reg.**  
**Ref: Approval of the Vice Chancellor dated 26-04-2017**

It is observed that the faculty / officials of the university avail advances to organize different events from time to time. A large number of them are not settled as per the provisions laid down in the extant GFRs and are being used for cash payments. The MHRD / UGC have separately issued instructions for cash less transactions. Keeping large amount of university fund as cash in hand or making payments in cash is against the directions of the MHRD / UGC. Moving towards cash less campus also requires minimizing the necessity and the quantum of amount to be availed by the faculty / officials as advance. In view of the above, following decisions have been taken.


1. With regard to the organization of events like seminar / conference / guest lecture etc., all major payments will be made by the F&A branch through RTGS and not by the organizers of the event in cash. The Convener of the event will obtain a specific approval of the competent authority for all payments and will submit the same to the F&A for disbursal of the amount through RTGS.
2. The Convenor of the event will draw the minimum possible amount as advance to meet petty expenses only. The amount of advance will not exceed 10% of the total approved expenditure in any case. However, this stipulation will not be applicable to events such as Convocation, visit of high dignitaries such as the Hon'ble President, Hon'ble Vice President, Hon'ble Prime Minister etc. In such circumstances, F&A and Co-ordinator of the said event will work out the amount of advance required.
3. All the advances drawn for official purposes will be settled as per the extant provisions laid down in the GFRs-2017. The relevant Rule 323(2) of GFRs-2017 is reproduced below:

*"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, if the advance is not settled within the stipulated time frame as mentioned in the GFRs referred to above, the F&A branch will proceed with the recovery of the amount of advance drawn by any employee as per the provisions of GFRs-2017.

The faculty / official concerned will submit relevant documents to the Coordinating / Controlling section concerned i.e. Dean, Off Campuses/DDE /CoE office / Registrar's office to process the settlement of the advances expeditiously and forward the same to the F&A for final settlement. The faculty / official should ensure to obtain the letter of settlement of advance from F&A, without which the advance will not be deemed settled.

4. All personal advances will be settled as per the relevant provisions laid down in the GFRs-2017.
5. The official who is holding any office, at a given time will be responsible for final settlement of the advance(s) even if the advance(s) was / were drawn by his / her predecessor(s).
6. No faculty / official will draw more than one advance at a given time. His / her request for another advance will be considered only when he / she has settled the previous advance. However, if second advance becomes absolutely necessary without settling the previous one, he / she will seek explicit approval of the Vice Chancellor to draw another advance without settling the previous one. However, if any one holds more than one office at a time, he / she may avail one advance against each position and another advance with the approval of the Vice Chancellor, in case of absolute necessity.

  
(Dr. K.P. Singh)

All Deans / Directors / Principals / Section Heads & Head of the departments  
Copy to: 1) Secretary to the Hon'ble Vice Chancellor  
2) Pro-Vice Chancellor  
3) Director, CIT – with a request to upload on university website