



Administration & Governance- Section

No. MANUU/Admn & Gov/F.17/2015-16/1242

14th March, 2016

C I R C U L A R

Sub: MANUU-Administration & Governance-Closing of Imprest/Permanent Advance for the Financial Year 2015-16 - Reg.

Ref: Approval of the Registrar dated 11.03.2016

All the Departments/Sections are hereby requested to close/settle imprest/Permanent Advance amount by the end of the Financial Year on or before 31st March, 2016.

- 2) All the Advances drawn should be settled before 31.03.2016.
- 3) Further it is inform that expenditure pertaining to the current financial year (2015-2016) shall not be claimed in the next Financial Year (2016-2017).


Asst. Registrar


To

All Deans of Schools of Studies
All Heads of Departments (Teaching)
All Section Heads / In charge (Non-Teaching)
All Heads / In charge of Regional Centers, Sub-Centre's,
CTEs, Polytechnics, ITIs, Model Schools, Campuses etc.

Copy to:

- 1) Vice-Chancellor's office / Registrar office
- 2) Finance & Account Section
- 3) Internal Audit Cell
- 4) Concerned file