



# VALLABHBHAI PATEL CHEST INSTITUTE

UNIVERSITY OF DELHI

P.O. Box No.2101,  
DELHI-110007

VPCI/Accts/2024-25/ 605

05<sup>th</sup> July, 2024

## CIRCULAR

In continuation to Circular no. VPCI/Accts./Advance/2023-24/3114 dated 27/03/2024, it is notified to all concerned that as per Rule 323(2) of General Financial Rule 2017, the temporary advances drawn for various purposes should be settled within 15 days of drawal of advance along with the unspent amount of advances, if any. The Advance holder should attach a copy of the non-availability report of prior date of purchase from Gem-Portal. Guidelines for settlement of advance have already notified by the Institute vide Circular referred to above.

Further, It has also been decided that the expenditure against temporary advance should not be more than the 10% in excess of total sanctioned advance. If so, concern official has to take prior approval with due procedure before spending the money over the above, otherwise the advance will not be settled and recovery will be made as per GFR 2017. Therefore, all concerned employees are requested that before drawing advance they should properly assess their requirement and draw the advance accordingly.

  
Assistant Registrar (A/cs)

To,

1. PS to Director for kind information to the Director.
2. PA to Dy. Registrar.
3. All HOD's (with a request to disseminate the above circular among the faculty/staff of their department).
4. Website Division to upload the circular on Institute website along with the Annexures.
5. Master File.