



बिहार पशु विज्ञान विश्वविद्यालय
बिहार पशु चिकित्सा महाविद्यालय प्रांगण, पटना - 800014
BIHAR ANIMAL SCIENCES UNIVERSITY
BIHAR VETERINARY COLLEGE CAMPUS, PATNA - 800014
OFFICE OF THE COMPTROLLER
नियंत्रक कार्यालय

F.No. FC/BASU/82/2019-20/1084.

Dated:06/12/2019

OFFICE ORDER

Following provisions will be practiced for drawal of advance for contingent expenditure and its settlement

- (1) Competent authority 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 procedure, envisaging post-procurement payment system.
 - iii. The amount of advance should not be more than the power delegated to competent authority for the purpose.
 - iv. Competent authority shall be responsible for timely recovery or adjustment of the advance.
- (2) The adjustment bill, along with balance if any, shall be submitted by the government servant within fifteen days of the drawl of advance, failing which the advance or balance shall be recovered from his next salary(ies)".

If unadjusted amount is not returned back to University account within fifteen days it will attract panel interest from the date of drawl of this advance.

Therefore, it is required to include following clauses in the sanction order of every advance.

1. The advance is required to be adjusted within 15 days of issue of Cheque for advance.
2. The unadjusted part of advance which is 15 days old will be recovered in lum-sum from next salary.
3. On the amount unadjusted within 15 days, Panel interest at the rate 10%(minimum) may be recovered in ten equal instalments from next salary of the person concern.

If the advance is more than Rs. 50,000/-, in addition to above three clauses, a fourth clause as shown below is required to be added in the sanction order.

4. This advance will attract provision of BFR-131-D by the committee of following officials.

1. _____
2. _____
3. _____ and so on...

The approved recommendation of the committee (duly approved by the authority constituted this committee) and certificate as per BFR-131-D by the committee are required to be submitted with the settlement bills for adjustment of this advance.

This issues with approval of Hon'ble Vice-Chancellor, Bihar Animal Sciences University, Patna.

Sd/-
Comptroller
Bihar Animal Sciences University,
Patna