

UTTAR BANGA KRISHI VISWAVIDYALAYA

PUNDIBARI: COOCH BEHAR: WEST BENGAL

PIN – 736165

Phone – (03582) 270142, 270588 Fax – (03582) 270143

COMPTROLLERS' DEPARTMENT.

From: Comptroller-in- Charge &
Assistant Auditor (Sel. Gr.)

(CIRCULAR)

Circular Ref. No. UBKV/COMP/CR/..... (File no.)/796/2024-25

Dt. 16/12/2024

It is to notify that all concerned officials are requested to attach the annexed documents in the prescribed manner for submission of any kinds of Contingent Advance Adjustment Bill to the Comptroller's Department for speeding up checking & verification process.

It is the general guidelines for submission of each Contingent Advance Adjustment bill. It is to be noted that all relevant documents of each such bill are to be arranged in chronological order only (sequence in time of occurrence/s). It is worthwhile to mention that no one can take more than one contingent advance from the same project/programme. Inter-project/programme transfer either cash or kind will not be allowed in any case, without due permission of the Account's Section of the Comptroller's Department or it's equivalent section of the relevant outstation units.

It is expected that value of contingent advance adjustment does not exceed 10% of estimated advance receiving value. In case of any excess expenditure over and above estimated advance-taken, administrative approval will be inevitably needed. Such approval is required to attach with the relevant contingent advance adjustment concerned. In case of credit limit-based funding project, no excess expenditure over & above the value of contingent advance will be allowed.

If it is revealed that more than 75% contingent advance value could not be spent within the three (3) months from the date of taking such advance, then the holding value of such advance will be recovered from the next monthly salary of the advance-taker as advance salary paid, in one instalment.

If the approved advance-taker cannot submit his/her contingent advance adjustment within three (3) months (In case of year-ending situation, this period will be the period within 15th March of the concerned financial year.) from the date of taking such advance then such advance will be recovered from his/her monthly salary in one (1) or two (2) instalment along with 18% penal interest thereupon.

Contingent Advance Adjustment Bill, with duly attached documents, is very much important and materially significant for maintaining financial proprieties, smooth functioning of the financial rules and regulations of the University and shorten the payment process cycle time.

It is expected that all concerned officials are ready to attach all relevant afore- mentioned documents at the time of submission of such bill to the Comptroller's Department for smooth processing of the concerned bill.

Enclosure:

1. Draft Advance Adjustment Letter Proforma

S/d-
In-Charge,
The Comptroller's Department,
& Assistant Auditor, UBKV

Copy to:

- Vice Chancellor Secretariat, Administrative Building, UBKV -Main Campus, Pundibari-736165
- The Registrar, UBKV, Administrative Building, UBKV -Main Campus, Pundibari-736165
- Dean of Agriculture Faculty/ Dean of Horticulture Faculty/ Dean of Technology Faculty, UBKV -Main Campus, Pundibari-736165
- Dean (PGS)/DSW/Deputy Registrar-Exam. UBKV -Main Campus, Pundibari-736165
- Director of Research & Development, UBKV, Seed Testing Laboratory Building, Pundibari-736165
- Director of Extension Education, UBKV, ATIC Building, Pundibari-736165
- Director of Farms, Central Farm Building, UBKV -Main Campus, Pundibari-736165
- Dean of COA, RRS(OAZ) Campus, Majhian, Patiram, Dakshin Dinajpur, WB
- In- Charge, RRS-(TZ), UBKV -Main Campus, Pundibari-736165/ In- Charge, RRS-(HZ), RRS(HZ) Campus, Kalimpong, WB / In- Charge, RRS-(OAZ), UBKV-RRS(OAZ) Campus, Majhian, Patiram, Dakshin Dinajpur, WB
- In- Charge, RRSS (TZ), Khoribari, Darjeeling/ In- Charge, RRSS (HZ), Pedong, Kalimpong, WB/ In- Charge, RRSS (OAZ), Manikchack, Malda, WB
- University Engineer, Works Department, UBKV -Main Campus, Pundibari-736165
- In- Charge, Central Library, UBKV -Main Campus, Pundibari-736165

Amab Ghosh

In-Charge,
The Comptroller's Department, & Assistant Auditor, UBKV

Ref. No...../..... (Department Acronyms)/..... (File Acronyms)/..... (Purpose Acronyms)/..... (Period or FY) Date:/...../202....

To
The Comptroller-in-Charge,
Uttar Banga Krishi Vishwavidyalaya,
Pundibari, Coochbehar,
WB-736165.

Sub: - Submission of Contingent/Permanent Advance Adjustment (Draft proforma)
Ref No: - Advance PV No.....dt. (dd/mm/yyyy)

Sir,

In reference to the above-mentioned contingent/permanent advance, the attached expenditure schedule is being placed before you for necessary adjustment against budgetary approval of the Fund, titled..... (Fund Code.....) as per expenditure control register ref. folio no..... All expenditure, as mentioned herewith, have been made as per rules and regulations of the University, prevailed thereof. It has also been assured that inter- departmental or inter- project/programme transfer were not made at the time of spending such advance. At the time of any expenditure, mentioned in the attached statement, the undersigned assured that related DFPR would have been followed.

Your early adjustment in this regard is necessary for utilisation of fund within current approved budget period.

Thanking you

Enclosure: Statement of Expenditure for adjustment against the advance vide PV no.....

Yours sincerely,

[Full Name, Designation (related with this Fund Code), and Seal]

Ref. No...../..... (Department Acronyms)/..... (File Acronyms)/..... (Purpose Acronyms)/..... (Period or FY) Date:/...../202....

Copy to:

1. Vice Chancellor Secretariate,
2. Directorate of Research/Dean/DEE/DF/Registrar/ADR
3. Account's Section Copy
4. Office Copy

Statement of Expenditure showing any kind of the advance adjustment, taken vide
 PV No.....Dt..... for the Financial Year 202...-2....

Fund Code..... Project or Programme Title

Name of the PI/Co-PI/PC/NO/HOD (as the case may be)

Sl. No.	Date (dd/mm/yyyy)	Sub Voucher Sl. No.	Purpose of Expenditure	Expenditure Code	ECR F/L No.	Amount (in ₹.)		Remarks (if any)
						Inner (Col.)	Outer (Col.)	

Note: ECR F/L No.= Expenditure Control Register Folio No.

For the purpose of expenditure code, please see university website

Prepared By
(Full Name & Designation)

Passed By
(Full Name, Designation & Seal)