



राष्ट्रीय प्रौद्योगिकी संस्थान हमीरपुर
हमीरपुर (हि.प्र.) - 177 005 (भारत)
NATIONAL INSTITUTE OF TECHNOLOGY HAMIRPUR
HAMIRPUR (H.P.) - 177 005 (INDIA)
(An Institute of National Importance under Ministry of HRD)

OFFICE NOTE

Sub: Settlement of recoverable advances within stipulated time period- reg

1. Presently, recoverable advances are being sanctioned to faculty and staff of the Institute for various purposes like TA, LTC, DoE, Capital expenses (OH-35), R&D projects, Student activities and Hostel funds, seminars/ workshops etc.

2. As per Rule 323(1) of the GFR 2017, the Head of the Office 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 procedures, envisaging post procurement payment system.


The amount of advance should not be more than the power delegated to the Head of the Office for the purpose. The Head of the Office shall be responsible for timely recovery or adjustment of the advance.

3. Further, as per Rule 323 (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). In case of TA/LTC the time limit is 30 days from the date of completion of the return journey.

4. However, it is observed that there are various instances wherein there are delays in settlement of advances, though the instructions regarding timely settlement of advances are mentioned in the advance/ settlement formats itself.

5. In view of the above, all concerned staff are requested to ensure that the recoverable advances drawn by them are settled within 15 days from date of credit in their bank account (in case of TA/ LTC, within 30 days from the date of completion of the return journey). In case of any delay, detailed justification should be submitted to the competent authority for consideration. In case no satisfactory justification is submitted, penal interest @ GPF rate+2% is liable to be recovered from the claimant, as envisaged under LTC rules.

All concerned are requested to scrupulously follow the above instructions.


22/8/24
Registrar
NIT Hamirpur (H.P.)

No. NIT/HMP/AB/2024/992-1022

Dated: 23/08/2024

CC:-

1. The Director, NIT Hamirpur H.P. for information please.
2. All Deans/RODs/Branch Officers./FIs, CW (H) NIT Hamirpur H.P. for information please
3. P.I. (CC) for uploading the same on Institute website for information of all concerned.