

INDIAN INSTITUTE OF PETROLEUM AND ENERGY

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IIPE/FINANCE/2024-2028/31

CIRCULAR

Sub: Guidelines for Advances for Contingent and Misc purposes

All employees of the Indian Institute of Petroleum and Energy (IIPE) are hereby informed about the provisions under **Rule 323(2) of the General Financial Rules** (GFR) 2017 regarding the sanction, utilization, and adjustment of advances.

- 1) All advances sanctioned for official purposes (e.g., travel, contingencies) must be adjusted promptly.
- 2) Employees must submit full documentation, including bills, vouchers, or receipts, for adjustment within **15 days** of the completion of the event or purpose for which the advance was sanctioned, failing which the advance or balance shall be recovered from the employee's next salary.
- 3) The unspent balance should be refunded immediately, and no later than 3 working days, to the Accounts section by the employee after the purpose is over.
- 4) Generally, no second advance will be sanctioned to an employee until the first advance has been fully adjusted and cleared.
- 5) Special approval is required for advances intended for the purchase of any form of asset, including movable or immovable property.
- 6) Advances must be utilized strictly for the sanctioned purpose, and any deviation may result in action under the Institute regulations.
- 7) Advances shall not be allowed to be carried forward to the next Financial Year.

All employees are requested to ensure strict compliance with the above provisions. The competent authority's approval must be obtained before incurring expenditures beyond the advance limit.

Copy To:

- Director- for kind information
- All Faculty and Staff
- F&A division and Internal Audit
- IIPE Website

Registrar 25 11.2024

Dated: 25.11.2024

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