



BABA FARID UNIVERSITY OF HEALTH SCIENCES

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Phone: 01639-256232, 256236

Fax : 01639-256234

Website: www.bfuhs.ac.in

Ref. No. BFUHS/Accounts/2017/.....

Dated:

Office Order

It has been observed by the Competent Authority that some advances (which were issued to the officials of the University for meeting various immediate official requirements) are lying un-adjusted, from a long time.

Hence, all the Heads of the Departments are requested to inform to all the officials to ensure that all the un-adjusted advances may be got adjusted, from the Accounts Branch (by submitting the original bills and deposit of unspent amounts), on or before 30.09.2017, positively, otherwise, the University will have to deduct the said amount of un-adjusted advance from the salaries of the official concerned.

This may be treated as Most Urgent and Date Bound.

Sd/-

Finance Officer

Endst No:- 21432-57

Dated:- 9/9/17

Copy of the above to:-

1. SVC for kind information of the Hon'ble Vice Chancellor.
2. All Prinipals/ Medical Superintendents/ Administrative Incharges/ Director/ Joint Directors/ Senior Medical Officers of the Constituent Colleges of the University :- *with a request that the said office order may be conveyed to all the officials, presently working under your control.*
- ✓ 3. Incharge (IT Cell):- with a request that the said notice may be displayed on the University website for information of all concerned officials.
4. University Notice Board
5. Master File.

[Signature]

Finance Officer