

Baba Farid University of Health Sciences, Faridkot

Established by the Govt of Punjab vide Punjab Act No. 18 of 1998

(Accounts Department)

Letter No:- BFUHS/ Accounts/ 2020/ _____

Date:- 13.02.2020

Office Note

Subject:- Regarding adjustment of imprests/ advances and payment of bills.

As the financial year 2019-20 is going to be completed, hence, for the proper adjustment of accounts for the said financial year, all the officers/ officials to whom imprest/ advance is issued are requested to submit the bills for the adjustment of their respective imprest/ advances (along with unspent amount if any) on or before 20th of March 2020, so that the same may accordingly be posted in the books of accounts.

It is also observed that certain officers/ officials to whom advances were allotted during the previous financial years, have also not submitted their adjustment of such advances, in spite of repeated requests, hence, it is once again requested that the said advances relating to previous financial years may also be got adjusted from the books of the University on or before 20.03.2020, otherwise the said pending amount will be recovered from the salary of these employees of coming months.

Apart from the above, all the pending bills regarding Procurement of Goods & Services, TA/DA & Medical reimbursement Bills of employees and other expenses etc. (relating to the period upto 15th of March 2020) may also be submitted to this office upto 20.03.2020, so that the expenditure of the same may be booked in the current financial year, accordingly.

This may be treated as Most Urgent.

Endst. No:- 4310 21


Copy of the above to:-

- A) SVC for kind information of the Hon'ble Vice Chancellor.
- B) Principals/ Medical Superintendents / Director/ Senior Medical Officers of all constituent colleges/ hospitals of the University.
- C) Professor Incharge (Procurement), BFUHS, Faridkot.
- D) Incharge IT Cell:- to display the said information on the official website of the University for all concerned.
- E) Master File.

Sd/-

Finance Officer
Finance Officer

Date:- 13/2/20
Baba Farid University of
Health Sciences, Faridkot


Finance Officer
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Baba Farid University of
Health Sciences, Faridkot