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INDIAN COUNCIL OF
MEDICAL RESEARCH

NIN
NATIONAL INSTITUTE
OF NUTRITION

आई सी एम आर - राष्ट्रीय पोषण संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR – National Institute of Nutrition
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No.DDO/Adv-Adj-Refund/2020-21

Date: 12-04-2021


CIRCULAR

It is brought to the notice of the staff members i.e., Scientific, Technical, JRF, SRF, PDF, Project staff, Principle Investigator of the projects & Head of Departments etc., as per GFR 2017 the indenting official has to plan in advance for procurement of items related to their research work / service departments and the items procured has to be accounted in stock register at Stores Department. The staff members are availing Contingent / Cash advance for procurement of items in emergency nature has to settle the bills with due approval of the HoD, Director & Competent authority within prescribed time frame as per GFR 2017.

1. Contingent / Cash advance adjustment bill along with original support invoice / bills etc., duly countersigned by the Advance taken official & HoD to be submitted to the concerned section within 15 days from the date of drawal of advance along with refund if any, failing which the refund amount will be deducted from the salary of the individual staff member in the respective month as per GRF 2017. In case contingent expenditure involved while on tour the bills should be submitted immediately on completion of the tour along with refund if any failing which the recovery will be made as per GFR 2017.
2. Amount claimed on Petty vouchers should possess correct details example: Description of item, cost of item & Quantity, purpose and issued to staff members etc, if possible signature of the receiver. In case of local Transport auto/cab bill to be attached. Online shopping of material /items to be curtailed.
3. Material / items procured while on tour / emergency nature by the individual staff like stationery, books, POL and other consumables may be entered in stock / consumables register at Stores Department Or concerned department as per GRF 2017 before submitting the bill to Contingent bills Section. Accordingly, the end-user official may take necessary action for the entry in the stock register at Stores Department.
4. In accordance with ICMR officer order 28-01-2021 photo copy of the bill will not be passed for payment. In case of bill on fax paper original along with photo copy duly countersigned by the official to be submitted for payment.
5. Travelling Allowances Bill & Leave Travel Concession Bill to be submitted to the concerned section as per the prescribed time frame for settlement along with refund if any, failing which the claim will be fortified as per rules. TA/Taxi will be restricted to the actual entitlement as per DOE orders where the places are connected by Government transport Bus / Rail.

In case of delay in refund of unspent balance of advance amount Or non submission of bills within the prescribed time frame will charged with "Penal Interest" per rules.

The issue with the approval of the Director & Competent Authority.


**Sr. Administrative Officer &
HoO**

To

1. All Heads of Department, ICMR-NIN, Hyderabad
2. PS to Director
3. PA to SAO
4. Accounts Officer
5. A.O. (Stores)
6. A.O. /DDO
7. S.O. (Accounts / C.Bills /TA/LTC Bills / Pay Bills)
8. All Notice Boards
9. NIN Web-Site (Employee Corner)