



दून विश्वविद्यालय

मोथरोवाला रोड, केदारपुर, पो०ओ० डिफेन्स कालोनी,
देहरादून-248012 (उत्तराखण्ड) भारत

DOON UNIVERSITY

Mothrowala Road Kedarpur, P.O. Defence Colony,
Dehradun-248012 (Uttarakhand) INDIA.

No-270/DO-2024
Date-24-04-2024

Circular

For conducting Event/Seminar/Academic functions and extending PI etc., the University provides Advance Payments to faculty/staff which is utilized for procuring various items/services, and afterwards bills are forwarded for reimbursement to the administration.

From now onwards, while submitting the bills for settlement, it is mandatory to fill the Advance Adjustment Form, stating the total advance taken, utilized amount and balance amount in a prescribed format (copy enclosed).

This form will make the settlement of amount very swift and in a well stipulated time, thereby ease the work flow of Administration/Finance department and streamline the process of settlement.

Encl: As above.

(Divendu Rawat)
Assistant Registrar (Adm)

Copy to: -

1. PA to VC for kind information to Hon'ble VC.
2. Registrar for kind information.
3. Finance Controller for kind information.
4. All Deans/Heads/Officers/Faculty members/Staff members.
5. IT Incharge for uploading the Advance Adjustment Form in the University Website.

(Divendu Rawat)
Assistant Registrar (Adm)

