



PONDICHERRY UNIVERSITY
FINANCE SECTION

R. SEGAR
DEPUTY REGISTRAR (F&A)

KALAPET
PUDUCHERRY
PH: 0413-2654 212

Ref: NO.PU/F&A/F7/2016-2017/

Date: 16-03-2017

CIRCULAR

Sub: Closure of Imprest Account for the Financial Year 2016-17 - Reg.

All the Deans, Heads of Departments /Centres / Offices, who are holding imprest advance, are hereby requested to close the imprest account on 28-03-2017 for the year 2016-17 and to submit the detailed accounts with sub vouchers / bills for the amount spent, along with Indian Bank challan towards the remittance of the unspent amount, if any, into the University A/C No. 413264148 and Contingent Bill to the undersigned immediately after closure of the account, in any case, not later than 30-03-2017 for adjustment of the imprest account for the year 2016-17.

Further, a separate Contingent Bill also is to be submitted for payment of fresh advance for the next financial year 2017-18.


17/3/17
R. SEGAR

DEPUTY REGISTRAR (F&A)

To:

All Deans/HOD's/Officers of the University.
Pondicherry / Mahe/ Karaikal/Port Blair Centers.

Copy to:

The System Manager, CC - W.S.T. kindly ^{arrange to} host this circular in the University website.

URGENT pl.