



राष्ट्रीय स्वास्थ्य और परिवार कल्याण संस्थान

(लेखा शाखा)

The National Institute of Health and Family Welfare

(Accounts Branch)

Dated: 15th February, 2021

CIRCULAR

It has been observed that some employees of the Institute are drawing Contingent Advance from the Accounts Section from time to time to purchase the various items / payment to the Expert members / Expenditure in refreshments etc. But they are not depositing the balance amount in time nor adjusting the advance in time.

Therefore, it has now been decided that such drawn advances should invariably be adjusted / cleared **within 15 days** from the date of drawing Advances, failing which they will be liable to pay the advance alongwith penal interest.

This issues with the approval of the Director.


(Prof. Mihir Kumar Mallick)
Actg.Dy.Director (Admn.)

Copy to:

1. All concerned HODs/Sectional Heads – with a request to kindly bring to the notice of staff working under them.
2. Section Officer, Accounts/Admn.I/Admn.II.
3. PA to Director / Dean / DD(A)
4. Computer Centre, kindly upload circular in the Institute's website.