

UTTAR BANGA KRISHI VISWAVIDYALAYA

PUNDIBARI: COOCH BEHAR: WEST BENGAL

PIN – 736165

Phone – (03582) 270142, 270588 Fax – (03582) 270143

COMPTROLLERS' DEPARTMENT.

From: Comptroller-in- Charge &  
Assistant Auditor (Sel. Gr.)

(NOTICE)

Notice Ref. No. UBKV/COMP/NT/..... (File no.)/..797. /2024-25

Dt.16 /12/2024

It is to notify that all concerned officials are requested to attach the documents in the prescribed manner for submission of any kinds of Departmental Permanent Imprest Cash (DPIC) Advance Adjustment Bill to the Comptroller's Department.

It is the general guidelines for submission of each DPIC Advance Adjustment bill. It is to be noted that all relevant documents of each such bill are to be arranged in chronological order only (sequence in time of occurrence/s).

It is worthwhile to mention that only HOD (Head of the Department) can take one (operatable) DPIC advance from the University Maintenance Grant for each budget period of CFY i.e., 2023-24. Hence every Departmental Permanent Advance should be adjusted within each sanctioned budget period of the University Maintenance Grant i.e., 31<sup>st</sup>. March of every Current Financial Year (CFY).

It is to be remembered that DPIC Adv. should be adjusted and subsequently submitted to the Comptroller's Department before exhausting at least 75% value of DPIC Adv. payment voucher. In this context it is relevant to say that "Replenishment Processing Cycle Time (RPCT)" against each DPIC Adv. Adj. will be required for 5 working days normally.

If it is revealed that more than 75% DPIC advance payment voucher value has been idle within every CFY from the date of taking such advance, then the penal interest @18% p.a. on holding value of such advance will be recovered from the next monthly salary of the advance-taker as advance salary paid, in one instalment.

DPIC Advance Adjustment Bill, with duly attached documents, is very much important and materially significant for maintaining financial proprieties, smooth functioning of the financial rules and regulations of the University and shorten the RPCT.

It is expected that all concerned officials are ready to attach all relevant afore- mentioned documents at the time of submission of such bill to the Comptroller's Department for smooth processing of the concerned bill.

Enclosure:

1. DPIC Advance Adjustment draft letter format

S/d-

In-Charge,

The Comptroller's Department,  
& Assistant Auditor, UBKV

Copy to:

- Vice Chancellor Secretariat, Administrative Building, UBKV -Main Campus, Pundibari-736165
- The Registrar, UBKV, Administrative Building, UBKV -Main Campus, Pundibari-736165
- Dean of Agriculture Faculty/ Dean of Horticulture Faculty/ Dean of Technology Faculty, UBKV -Main Campus, Pundibari-736165
- Dean (PGS)/DSW/Deputy Registrar-Exam. UBKV -Main Campus, Pundibari-736165
- Director of Research & Development, UBKV, Seed Testing Laboratory Building, Pundibari-736165
- Director of Extension Education, UBKV, ATIC Building, Pundibari-736165
- Director of Farms, Central Farm Building, UBKV -Main Campus, Pundibari-736165
- Dean of COA, RRS(OAZ) Campus, Majhian, Patiram, Dakshin Dinajpur, WB
- In- Charge, RRS-(TZ), UBKV -Main Campus, Pundibari-736165/ In- Charge, RRS-(HZ), RRS(HZ) Campus, Kalimpong, WB / In- Charge, RRS-(OAZ), UBKV-RRS(OAZ) Campus, Majhian, Patiram, Dakshin Dinajpur, WB
- In- Charge, RRSS (TZ), Khoribari, Darjeeling/ In- Charge, RRSS (HZ), Pedong, Kalimpong, WB/ In- Charge, RRSS (OAZ), Manikchack, Malda, WB
- University Engineer, Works Department, UBKV -Main Campus, Pundibari-736165
- In- Charge, Central Library, UBKV -Main Campus, Pundibari-736165

*Amab Ghosh*

In-Charge,  
The Comptroller's Department,  
& Assistant Auditor, UBKV

Ref. No...../..... (Department Acronyms)/..... (File Acronyms)/..... (Purpose Acronyms)/..... (Period or FY) Date: ..... /...../202....

To  
The Comptroller-in-Charge,  
Uttar Banga Krishi Vishwavidyalaya,  
Pundibari, Coochbehar,  
WB-736165.

Sub: - Submission of Contingent/Permanent Advance Adjustment (Draft proforma)  
Ref No: - Advance PV No.....dt. .... (dd/mm/yyyy)

Sir,

In reference to the above-mentioned contingent/permanent advance, the attached expenditure schedule is being placed before you for necessary adjustment against budgetary approval of the Fund, titled..... (Fund Code.....) as per expenditure control register ref. folio no..... All expenditure, as mentioned herewith, have been made as per rules and regulations of the University, prevailed thereof. It has also been assured that inter- departmental or inter- project/programme transfer were not made at the time of spending such advance. At the time of any expenditure, mentioned in the attached statement, the undersigned assured that related DFPR would have been followed.

Your early adjustment in this regard is necessary for utilisation of fund within current approved budget period.

Thanking you

Enclosure: Statement of Expenditure for adjustment against the advance vide PV no.....

Yours sincerely,

[Full Name, Designation (related with this Fund Code), and Seal]

Ref. No...../..... (Department Acronyms)/..... (File Acronyms)/..... (Purpose Acronyms)/..... (Period or FY) Date: ..... /...../202....

Copy to:

1. Vice Chancellor Secretariate,
2. Directorate of Research/Dean/DEE/DF/Registrar/ADR
3. Account's Section Copy
4. Office Copy

Statement of Expenditure showing any kind of the advance adjustment, taken vide  
PV No.....Dt..... for the Financial Year 202...-2....

Fund Code..... Project or Programme Title .....

Name of the PI/Co-PI/PC/NO/HOD (as the case may be) .....

Sl. No.	Date (dd/mm/yyyy)	Sub Voucher Sl. No.	Purpose of Expenditure	Expenditure Code	ECR F/L No.	Amount (in ₹.)		Remarks (if any)
						Inner (Col.)	Outer (Col.)	

Note: ECR F/L No.= Expenditure Control Register Folio No.

For the purpose of expenditure code, please see university website

Prepared By  
(Full Name & Designation)

Passed By  
(Full Name, Designation & Seal)