

UNDERTAKING FOR DRAWAL AND ADJUSTMENT OF ADVANCE
(RULE 323* OF GENERAL FINANCIAL RULES 2017)

I, Prof/Dr/Smt/Kum/Sh _____
Designation _____ Department / Office / Branch _____
_____ do hereby undertake as follows:-

1. That I am drawing an advance of Rs. _____ (Rupees _____ Only) for the purpose of _____.
2. This advance may be credited in my Personal Bank Account / Imprest Bank Account of the Department.
3. I will be personally responsible to adjust this account **within 15 days from the date of drawal of advance in accordance with Rule 323(2) of GFR, 2017.**
4. If, I do not adjust this advance within 15 days from the date of credit of this advance in the Bank account at Point 1, I hereby authorize the University (Central University of Punjab) to recover this advance along with interest and penalty from my next month Salary(ies).
5. That I shall have no objection, if the unsettled advance (after 15 days) is recovered as per point 4 above.

Place :

Date:

Signature of Drawee of Advance

Recommended and Forwarded : HoD / Branch Head

***Rule 323 of GFR**

Rule 323 (1) Advances for Contingent and Miscellaneous purpose. The Head of the Office may sanction advances to a Government Servant for purchase of goods or services or any other special purpose needed for the management of the office, subject to the following conditions:- (i) The amount of expenditure being higher than the Permanent Advance available, cannot be met out of it. (ii) The purchase or other purpose cannot be managed under the normal procedures, envisaging post procurement payment system. (iii) The amount of advance should not be more than the power delegated to the Head of the Office for the purpose. (iv) The Head of the Office shall be responsible for timely recovery or adjustment of the advance.

Rule 323 (2) The adjustment bill, along with balance if any, shall be submitted by the government servant within fifteen days of the drawal of advance, failing which the advance or balance shall be recovered from his next salary(ies).