



CBSE/IAFA/


Dated: 10/01/2017

CIRCULAR

As per GFR rule no 145 & 146, on the recommendation of the duly constituted purchase committee as decided by the Competent Authority, goods are procured from the market. In some emergent purchases, a temporary advance is disbursed in cash/bearer cheque in the name of committee member for payment to the recommended vendors. It has been observed on many occasions that such advances are not adjusted /settled within the prescribed time limit and advance stand in the name of member.

Hence, the practice of drawing temporary advance for purchasing/procuring goods in the name of employee in cash or in any other mode should be discouraged. Such type of purchase/procurement of goods be effected by paying through RTGS/NEFT, cheques/DD directly to vendor on the basis of proforma invoice only on delivery of goods. The convenor of the committee shall be personally responsible for adjustment of advance by submitting original invoice to the concerned DDO.

This issue with the approval of Competent Authority.


(M. K. Gulati)
I.A.F.A.

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