



भाकृअनुप-केन्द्रीय रोपण फसल अनुसंधान संस्थान
कासरगोड - 671124, केरल, भारत



ICAR-Central Plantation Crops Research Institute
Kasaragod - 671124, Kerala, India
(An ISO 9001:2015 Certified Institution)



F.No.20(25)MISC/2024-Bills

16.03.2024

CIRCULAR

In view of the closing of accounts for the Current Financial Year (2023-24), the adjustments of all outstanding advances within this financial year are necessary. As such, new advances in respect of Travelling Allowance/Leave Travel Concession/Imprest/Contingent) will not be sanctioned/drawn on or after 20.03.2024.

In this regard, it is further requested that all the Officers and staff who have availed Contingent advances/Imprest Advances/Advances for Travelling Allowance/Leave Travel Concession (*in respect of the journey ending on or before 20.03.2024*) etc during the financial year of 2023-24 are requested to submit the adjustments bills to the Office on or before **20.03.2024**.

This is issued with the approval of the Director.



Drawing & Disbursing Officer

Distribution:

All Officers & Staff.