



अप्रमत्तं वेदव्यम

COTTON UNIVERSITY

Panbazar, Guwahati, Assam-781001

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No: CU/GAD/2017/093/

Date: 30/11/2019

OFFICE ORDER

In pursuance of the Sanction Order vide no: CCSU/GAD/2017/093/7913-16 dated 22-11-2017 and University Auditor's observations and also in the interest of smooth functioning of various Department / Sections of University, following contingency rules are to implemented from December' 2019 onwards:

1. HoDs & Section Head may hold the Contingency Amount and shall be responsible for safe custody of the of the same.
2. The ceiling of cash payment per single transaction has been fixed at **Rs. 5,000/-** (Rupees Five Thousand Only)
3. The Contingency Money can only be spent for Office Running purpose under the following heads:
 - a) Hospitality & Refreshments (**for Invited Guests & Maximum of 25% of Total Sanction Amount**)
 - b) Printing & Stationery
 - c) Miscellaneous Repairing
 - d) Local Conveyance
 - e) Postage & Couriers
 - f) Laboratory Consumable
 - g) Any other expenditure of urgent nature as per the approval of competent authority
4. Monthly expenditures must be within the sanction amount; Authority may written off / disallow the amount exceeds the monthly limit.
5. Monthly Expenditure Statements and bills/vouchers needed to be submitted by 7th day of each month in the prescribed format or next release will be processed in the next month only. **{Format for Advanced Settlement Annexed}**
6. GST Invoice as mandated by Govt. Of Assam will only be taken into consideration for Settlement of advances for all Purchases **{Labour Payments excluded}**.
7. Separate Bank Accounts in this purpose are opened for transfer of Sanctioned Funds and same may be operated by the HoDs/Section Heads which may be audited by the University Auditors.
8. In case of change of HoDs or the Section Heads all Expenditure Statements / Cash - in - Hand / Passbook etc. Must be duely handed over to the New Heads of Departments /Sections.

-sd-

REGISTRAR

Memo No: CU/GAD/2017/093/ 11445-48

Copy to:

1. PS to VC for favour of Kind Information to Hon'ble VC
2. All HoDs & Section Heads
3. CSM for Uploading in University Portal
4. Office File

REGISTRAR
30/11/19

COTTON UNIVERSITY

Form_Contingency Advance Settlement Form

Particulars of Bill/ Memos duly certified and submitted herewith & expenses details

SL NO	PARTICULARS	INVOICE/ CASH MEMO NO.	HOSPITALITY & REFRESHMENT	PRINTING & STATIONERY	MINOR REPAIRING	LOCAL CONVEYANCE	POSTAGE & COURIERS	LAB CONSUMABLES	ANY OTHER URGENT EXPENDITURE WITH PRIOR APPROVAL OF AUTHORITY	TOTAL
(i). Opening Cash-in-hand										
(ii). Amount received for the month of _____										
[A] Total Cash-in-hand [(i) + (ii)]										
CONTINGENCY EXPENDITURE FOR THE PERIOD 20__										
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
[B]. Total Expenditure.										
[C]. Cash in hand/Excess Expenditure(A-B).										

Signature of Claimant _____