



अन्तर्राष्ट्रीय जनसंख्या विज्ञान संस्थान **International Institute for Population Sciences**  
(विश्वविद्यालय समतुल्य) (DEEMED UNIVERSITY)

स्वास्थ्य एवं परिवार कल्याण मंत्रालय, भारत सरकार के प्रशासनिक नियंत्रण के अधीन स्वायत्त संगठन  
An autonomous organization under administrative control of Ministry of Health & Family Welfare Govt. of India,  
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**CIRCULAR**

It is observed that the return of adjustment bills or refund of unspent temporary advance by employees is not carried out within the prescribed time limit of **fifteen days** from the date of drawing advance. It is also observed that some employees are drawing more than one temporary advance without settling the earlier advance(s), which is contrary to rule provision. These have been reported by the C&AG auditor for the year 2020-21.

As per GFR provision, the non-submission of adjustment bill or refund of unspent temporary advance within the stipulated time limit would attract interest @2% over the interest rate allowed on Provident Fund and the advance shall be recovered from the next Salary(ies) of the concerned employee.

All the concerned employees are requested that before drawing advance, they should properly assess their requirement and draw the advance only if the procurement is urgent and the money can be utilised within fifteen days. It may be noted that henceforth, the second advance will not be granted unless the previous advance is fully adjusted. However, in exceptional circumstances, the second advance to the applicant can be granted if the competent authority is satisfied with assigned reasons duly attested by concerned Section Head/HOD.

A revised "Temporary Advance Request Form" is attached. This form is available on IIPS official website.

This issues with the approval of Director & Sr. Professor, IIPS.

(Aniket Chattopadhyay)  
Assistant Finance Officer

All HOD / Section Head / Faculty / Staff  
IIPS Website uploading