



भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान
ICAR-INDIAN INSTITUTE OF SPICES RESEARCH

(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)

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(ISO 9001:2015 Certified Institute)



F.No.4/650/2021-22/R& M/Stores

Dated: 18.02.2025

CIRCULAR

According to Rule 62(3) of General Financial Rules 2017, rush of expenditure particularly in the closing month of financial year, shall be regarded as breach of financial propriety and shall be avoided. To avoid abnormal rush in the finance section during the closure of financial year 2024-25, the following points are brought to the notice of all concerned.

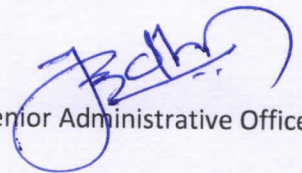
01 All purchase proposals out of the budgetary provisions of Institute grants or Scheme grants for the financial year 2024-2025 shall be submitted to Office on or before 24th February, 2025. The purchase proposals received from any Officers/Sections beyond this date will not be considered under any circumstances.

02 No contingent advance will be sanctioned to any officer with effect from 1st March, 2025.

03 Settlement of advances already drawn by the concerned officials shall be completed on or before 20th March, 2025.

04 All purchase bills shall be submitted to office on or before 15th March, 2025 so as to book the expenditure during this financial year itself. Since heavy rush is expected in PFMS portal during the last week of March, 2025 it may be ensured by all concerned that materials are received from the Suppliers before this date and bills are submitted to office in time.

The Heads of Divisions and Principal Investigators are requested to instruct the concerned to comply with the above guidelines scrupulously, so as to achieve 100% budgetary utilization under Institute grants and Scheme grants during this Financial year.


Senior Administrative Officer

Distribution

1. The Project Coordinator (Spices), ICAR-IISR, Kozhikode
2. All Heads of Divisions/Sections, ICAR-IISR, Kozhikode
3. The Head I/C RS, Appangala
4. The Head, KVK, Peruvannamuzhy
5. The SIC (Farm), Chelavoor/Peruvannamuzhi
6. The Sr. Fin. & Accounts Officer
7. The AAO (Estt.)/Works/Stores)
8. The DDO(Bills)