

THE KOLKATA MUNICIPAL CORPORATION
FINANCE AND ACCOUNTS DEPARTMENT
CMO Building, 5, S. N. Banerjee Road,
Kolkata 700013



CMF&A's Circular No. 18 of 2022-23, Dated 24/03/23

Re: Documents required for making adjustment of Advance Payment

It has been noticed time & again that all the required documents are not always supplied by the departments while making adjustment of advance payment.

For smooth & early disposal of adjustment bills, it is once again reiterated that the following documents need to be enclosed with the departmental adjustment bills :-

- A) Final bill along with CRN (generated during issue of advance).
- B) Stamped money receipt, if applicable.
- C) Signed Challan, if applicable.
- D) Original voucher towards expenditure against the said advance.
- E) Copy of Advance Issue Slip(AIS) of the said advance.
- F) In case of any refund, copy of the relevant treasury receipt (T.R.) of the refunded amount.

All such advances must be adjusted within the same financial year in which the advance is issued. Unless, otherwise required, 1st advance needs to be adjusted before availing of the 3rd advance.

All Controlling Officers are hereby requested to adhere to the said guideline.

Controller of Municipal Finance & Accounts

Distribution :-

1. OSD to Hon'ble Mayor/Dy. Mayor
2. PA to MC & Spl. MC
3. Municipal Secretary
4. CMA
5. All Director Generals and Controlling Officers