

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF ACCOUNTS & TREASURIES

.....

No.DAT/B&A/Perm.Adv./2025-26/191

Puducherry, dt. 08.04.2025

C I R C U L A R

Sub: DAT - Puducherry – Expenditure on Permanent Advance
as on 31-03-2025 – Acknowledgement – Reg.

It is informed that in accordance with para 10.12.4 of the Civil Accounts Manual, all Heads of Departments/Offices have to send an acknowledgement of Permanent Advance amount held by them as **31st March 2025** to this Directorate in the month of April for reconciliation with the Register of Permanent Advance maintained by this Directorate.

Therefore, it is requested that the requisite acknowledgement of Permanent Advance held by them as on 31-03-2025 may be sent to the concerned Pay Section of this Directorate in the prescribed format, in duplicate, on or before **15-05-2025**, failing which, the permanent advance bill will not be entertained.


(S.UDAYASANKAR)
DIRECTOR

Encl: As above.

To

All Heads of Departments/Offices

Copy to:

1. The Deputy Director of Accounts & Treasuries/Junior Accounts Officers,
Puducherry/Karaikal/Mahe/Yanam.
2. All Pay Section Superintendents - With instructions to:
 - a) Pass the permanent advance bills only on receipt of the aforesaid acknowledgement from the Departments;
 - b) Forward the collected acknowledgements to B&A Section.

ANNEXURE

Name of the Department/Office:

PROFORMA – I-A

ACKNOWLEDGEMENT OF PERMANENT ADVANCE AS ON 31-3-2025(FOR OFFICE EXPENSES)

I hereby acknowledge that a sum of Rs..... * (Rupees..... is the Permanent Advance due from me and to be accounted for by me as on 31-3-2025.

Station:

Date :
* Sanctioned G.O.Ms. No..... dated

DETAILS OF PERMANENT ADVANCE ACKNOWLEDGEMENT (FOR OFFICE EXPENSES)

Office for which Permanent Advance is spared	Amount of Permanent Advances held as on 31-3-2025		
	In cash	By voucher	Total

PROFORMA – I-B

ACKNOWLEDGEMENT OF PERMANENT ADVANCE AS ON 31-3-2025(FOR P.O.L)

I hereby acknowledge that a sum of Rs..... * (Rupees..... is the Permanent Advance due from me and to be accounted for by me as on 31-3-2025.

Station:

Date :
* Sanctioned G.O.Ms. No..... dated

DETAILS OF PERMANENT ADVANCE ACKNOWLEDGEMENT (FOR P.O.L)

Office for which Permanent Advance is spared	Amount of Permanent Advances held as on 31-3-2025		
	By Deposit	By voucher	Total

PROFORMA – II

ACCOUNT OF PERMANENT ADVANCE ACKNOWLEDGED

Closing Balance as on 31-3-2024	Amount received during 2024-2025	Amount refunded during 2024-2025	Closing Balance as on 31-3-2025

For O.E.

For P.O.L

Signature of the Head of Office