



**क्षेत्रीय आयुर्विज्ञान संस्थान, इंपाल: मणिपुर**  
**REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL, MANIPUR**  
(स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के अंतर्गत एक स्वायत्त संस्थान)  
(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)

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**OFFICE MEMORANDUM**

Imphal, the 2nd June, 2025

Subject: Time limits for submission of various advances

No. 1/CAO/RIMS-2023: :/57 There have been instances where the Heads of Departments/Unit heads/Section in-charge/employees of the institute have not submitted in time the bills/vouchers for adjustment of advances granted for various purposes, such as advance for LTC, Tour or Training, TA for medical treatment, purchase of goods or services or any other special purpose needed for the management of the office. This resulted in advances outstanding for many accounting periods, attracting adverse audit comments.

2. In the light of the above, it should be ensured that all the concerned should submit the adjustment vouchers/bills strictly within the following time limits for submission of bill/adjustment of various advances as per the extant Rules:

Sl.	Type of bill/claim	Time limit	Relevant Rules
1.	Adjustment bill of advance for TA on tour or training	15 days from the completion of the journey	Rule 51 of Compendium of Rules to Advances to Government Servants
2.	Adjustment bill of advance for LTC	30 days of completion of return journey.	Rule 292 of GFR 2017
3.	Advances for contingent and miscellaneous purpose (such as purchase of goods or services or any other special purpose needed for the management of the office)	15 days of the drawal of advance	Rule 323 of GFR 2017

3. In case the adjustment bills are not submitted within the prescribed time limit, the advance or balance, along with penal interest shall be recovered from the next salary of the employee concerned as per the extant Rules.



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4. All the Administrative Heads/ unit heads/Section in-charge are requested to bring the contents of the O M to the notice of all the employees/staff under their control for kind information and compliance.
5. This issues with the approval of Director, RIMS, Imphal.

*S. Sarat Singh*  
02/01/25

(S. Sarat Singh)  
Chief Accounts Officer/ FA

Copy to:

1. P. S. to Director for kind information
2. Medical Superintendent, RIMS Hospital
3. Dean (Academic), RIMS, Imphal
4. Principal, Dental College, RIMS, Imphal
5. All Heads of Departments
6. Deputy Director (Admn.), RIMS, Imphal
7. Principal, College of Nursing, RIMS, Imphal
8. Chief Nursing Officer i/c, RIMS Hospital
9. Accounts Officer i/c, RIMS, Imphal
10. E E Civil/EE (Elect.), Engineering Dept., RIMS
11. All Section Officers, concerned Sections
12. System Administrator for uploading in the RIMS website
13. Concerned file.