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Ghani Khan Choudhury Institute of Engineering & Technology
(Centrally funded Institute and Established by Ministry of H.R.D., Govt. of India.)
Narayanpur, Dist: Malda, Pin- 732141, West Bengal

Memo No: GKCIET/

Date: 06.03.2018

CIRCULAR

All the staff members of GKCIET are hereby informed that those who were taken temporary advance/imprest money to meet up the official expenditure, are requested to submit the relevant bills and vouchers to the Account Section of this Institute for necessary adjustment latest by 26th March, 2018 positively failing which the same may be recovered from salary of the concerned person.

This issues with the approval of the competent authority.

(Md. Abdur Rajjaque)
Assistant Registrar (Fin)

Copy to:

1. All staff member of GKCIET for complying the circular.
2. Asst. Registrar (A&E)-for kind information.
3. Account Section-for information and necessary action.
4. System Manager-for uploading in the Institute Website.
5. Director-for kind information.
6. File Copy.