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## FINANCE DEPARTMENT

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Ref. No. – TGPCET/FD/2024-25/020

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### “Policy for Settlement of Advances Given to Employees”

#### 1. Introduction

This policy outlines the guidelines and procedures for the settlement of advances given to employees for various purposes, such as tours, events, expenses, or grant-related programs. The policy aims to ensure timely settlement of advances and promote accountability and transparency in the organization.

#### 2. Advance Settlement for Tours

2.1. Employees who receive advances for tours are required to settle the advance by submitting their expense claims within 7 days for short tour and 15 days for long tour completion of the tour.

2.2. The expense claims must include all relevant supporting documents, such as receipts, invoices, and any other required documentation.

#### 3. Advance Settlement for Events

3.1. Employees who receive advances for events must settle the advance by submitting their expense claims within 10 days after the completion of the event.

3.2. The expense claims should be accompanied by supporting documents that clearly outline the expenses incurred during the event.

#### 4. Advance Settlement for Expenses

4.1. Employees who receive advances for general expenses are expected to settle the advance by submitting their expense claims within 7 days after incurring the expenses.

4.2. The expense claims must be supported by appropriate receipts or other relevant documentation to verify the nature and amount of the expenses.

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## **5. Advance Settlement for Granted Programs for AICTE & others (Funding from Government)**

5.1. Employees who receive advances for granted programs or projects must settle the advance by submitting their expense claims within one month after the completion of the program.

5.2. The expense claims should be comprehensive, providing a detailed breakdown of the expenses incurred during the program, supported by relevant receipts or invoices.

## **6. Hierarchy and Approval Process**

6.1. The hierarchy to be followed for the approval and settlement of advances is as follows:

- Director of Finance – (For Verification)
- Vice Principal – (For Approval)
- Principal – (For Approval)

## **7. Advance Limitations**

7.1. If an employee has already been given an advance, no new advance will be granted until the previous advance is settled.

7.2. Salary advances are subject to a maximum of 50% of the gross salary and require a minimum of 15 days of attendance in the current month.

## **8. Deduction Policy**

8.1. If an employee fails to submit the expense claims within the specified timelines mentioned in sections 2, 3, 4, or 5, the following deductions will be applied: subject to issuing 01(one) reminder from the Director Finance.

a) If the claims are not submitted within one month from the completion date, a deduction of 10% will be applied to the said amount and the same shall be deducted from the salary of the concerned person.

b) If the claims are submitted after one month from the completion date, a deduction of 20% will be applied to the said amount and the same shall be deducted from the salary of the concerned person.

c) For each additional month of delay, the deduction will increase by 10% subject to maximum of advance given.

8.2. Deductions will be calculated based on the total amount of advance sanctioned, excluding any expenses or amounts already settled.

## 9. Compliance and Reporting

9.1. The accounts department or designated personnel will review the expense claims for compliance with the policy and process the settlements accordingly.

9.2. Any deductions made will be clearly communicated to the concerned employee, along with an explanation for the deduction.

9.3. Regular reporting on advance settlements, including deductions, will be provided to the appropriate authority to ensure transparency and accountability.

## 10. Exceptions and Appeals

10.1. Exceptions to this policy may be considered in exceptional circumstances, subject to approval by the appropriate authority.

10.2. Employees who believe they have valid reasons for not meeting the specified timelines or facing deductions may submit an appeal to the designated authority for further review and consideration.

## 11. Policy Review

This policy will be reviewed periodically, at least once a year, to ensure its effectiveness and relevance. Amendments or updates may be made as necessary, and all employees will be duly informed of any changes.

## 12. Conclusion

This Settlement of Advances Given to Employees Policy aims to ensure timely and efficient settlement of advances while promoting accountability and adherence to submission timelines. Employees must comply with this policy to avoid deductions, and any exceptions or appeals will be reviewed on a case-by-case basis.

  
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