



No.:CUJ/Fin&Acct/Misc./2021-22/1607

Date: 25/10/2023

OFFICE ORDER

Hon'ble Vice Chancellor has been pleased to approve the Guidelines for the Expenditure to be made from the Imprest sanctioned to different Departments/ Sections to meet day-to-day petty expenses, a copy of which is attached herewith for information and ready reference.

All concerned are requested to strictly adhere to the above guidelines in ~~the~~ letter and spirit.

[Signature]
25/10/2023
REGISTRAR

Copy for information and necessary action to:

1. All Deans of Schools
2. Controller of Examinations & Librarian
3. Director-IQAC / Dean-Acad. Affairs / Dean-R&D / DSW / CPB
4. All Heads/Coordinators of Departments
5. DRs / I/c Purchase / I/c Estate / I/c Tech. Cell / I/c EE / I/c Health Centre / ARs / PRO
6. Technical Cell I/c for University Website
7. All teaching & non-teaching employees to refer Notice Board/Website
8. PS to Vice Chancellor, PS to Registrar & PS to Finance Officer
9. Notice Board, Concerned File & Guard File

**GUIDELINES FOR THE EXPENDITURE TO BE MADE FROM THE IMPREST
SANCTIONED TO DIFERENT DEPARTMENTS / SECTIONS TO MEET DAY TO DAY PETTY
EXPENSES**

Imprest money is in the nature of Permanent Advance available to different officials for the normal day-to-day petty expenses. Whenever the amount is about to be exhausted, it is recouped through adjustment (quarterly /as per order) on submission of Cash Memos/bills.

1. The imprest should be utilized by the concerned section/officer for meeting the day to day emergent petty contingent expenditure like repair & maintenance of office / lab equipments, procurement of stationeries & consumables, payment of labour / local transportation charges, refreshment for conducting meetings and hospitality of designated guests etc.
2. All expenses made from the Imprest should be supported by printed Cash Memo/Invoice only. Invoices without GST should be avoided as far as possible. Hand written receipts should be highly discouraged except under unavoidable situations. In case of any deviation from the guidelines, the imprest holder has to forward the Cash Memo / Invoice for adjustment / recoupment after condoning the same from the competent authority with justifying the reasons in writing.
3. All the cash memos / invoices which are to be submitted for recoupment against the imprest must be duly authorized & certified by the HODs along with the signature of the concerned imprest holder. The seal of "Certified and paid from Imprest" should be marked on every cash memo / invoice to be settled through Imprest.
4. Imprest should not be used to buy items of durable nature like printers, furniture etc. Expenditure should not be incurred for purchase of capital items exceeding Rs.1,000/-.
5. After issue of sanction order for payment of Imprest Money, the Officer concerned shall request for release/payment of imprest money in the prescribed form.
6. The Staff/Faculty to whom imprest is disbursed shall be fully responsible for safekeeping of the cash/imprest money.
7. Recoupment of Imprest may be claimed from Finance & Accounts Office in the prescribed form whenever the expenditure exceeds 75% of the Imprest amount.
8. In no case the amount of expenditure should exceed the sanctioned imprest limit when the invoices are submitted for recoupment.
9. All the imprest cash memos /invoices must be settled in the format prescribed at Annexure-B.

All bills against imprest must be adjusted by 20th March of the concerned financial year failing which unadjusted advance amount will be deducted from the salary for that month of the imprest holder. A fresh imprest advance can be released at the beginning of the new financial year to all the imprest holders on their request in proper format

