



No. MANUU/Admn & Gov/F.64/2015-16/464

Dated:28.03.2017

**CIRCULAR**

**Sub: MANUU- Administration & Governance- Recoupment of imprest -Reg.**

**Ref: Approval of the Registrar dated: 28.03.2017**

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All the Schools/Departments/Sections/other Institutions of HQ & Off Campuses offices (RCs, SRCs, CTEs, Model Schools, ITIs, Polytechnics, satellite campus, etc) are hereby requested to claim the imprest amount before end of the Financial-Year 31<sup>st</sup> March,2017.

- 2) The Sanctioned imprest amount (Contingencies/Utility Charges) shall not be surrendered; the expenditure shall be recouped continuously till further order.
- 3) The contingency expenditure incurred in the Financial-year 2016-17, which was within the allocated budget shall be submitted for recoupment in the month of March,2017.
- 4) It is to inform that expenditure pertaining to the current financial year (2016-17) shall not be claimed in the next Financial Year (2017-18).

  
Asst.Registrar

To

All Deans of Schools of Studies  
All Heads of Departments (Teaching)  
All Section Heads / In charge (Non-Teaching)  
All Heads / In charge of Regional Centers, Sub-Centre's,  
CTEs, Polytechnics, ITIs, Model Schools, Campuses etc.

**Copy to:**

- 1) Vice-Chancellor's office / Registrar office
- 2) Finance & Account Section
- 3) Internal Audit Dept.
- 4) Director, CIT with a request to upload on the University Website
- 5) Concerned file