



C I R C U L A R

Sub: MANUU – Administration – Submission of details of imprest held- Reg.
(approval dated.10.07.2018)

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This is to inform that all the Heads and I/c Heads of Off Campus offices RC's/SRC's/ITI's/Polytechnic's/CTE's/Model School's are hereby directed to maintain cashbook for account opened in the name of University (*as per receipts and payments principle*) i.e. (*debit what comes in and credit what goes out*). The Imprest amounts sanctioned to their offices, the expenditure incurred must be maintained daily in petty Cash Book. The imprest must be recouped on regular interval monthly, bimonthly or quarterly as per the need or after expenditure of more than 40% of total imprest sanctioned so that minus balancing in imprest account may be avoided. The bills sent for recoupment should contain Headwise statement of expenditure with opening balance of cash in hand and cash at bank, debiting the gross amount of expenditure sent for recoupment at bottom remaining cash in hand and cash at bank may be tallied, copy of updated ~~bank~~ bank statement must be enclosed.

As and when new Incharge takes the charge by any reason the updated cash positions must be taken, as handover- takeover with a request letter for change of bank signature.

The imprest is meant for day to day office expenses of contingent nature, no expenses should be meet out other than this, like TA/DA, expenditure on conducting any event, major repairs above Rs.1000/- etc. it must be meet out from Advances, with prior approval for specific purposes.

Futher all the Heads are also requested to submit the details of any pending advances, which needs to be settled.

Joint Registrar

Copy to:

1. Office of Vice-Chancellor/PVC/ Registrar/F.O
2. All Deans of Schools of Studies
3. All Heads of Departments/Centres/Directors (Teaching)/Director, DDE/Proctor
4. All Section Heads / Incharge (Non-Teaching)
5. All Heads / Incharge of Regional Centres, Sub-Regional Centres,
6. CTEs/Polytechnics/ITIs, Model Schools, etc.
7. Director, CIT for uploading on University Website
8. Concerned file.