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**CIRCULAR**

**Sub: Guidelines for managing the Imprest sanctioned to the various Departments / RCs / SRCs / CTEs / Polytechnics / ITIs / Model Schools and Off Campuses of the University.**

**Ref: Approval of the Vice-Chancellor dated 30-04-2021.**

It has been observed that the Imprest Bills sent by the various Departments / RCs / SRCs / CTEs / Polytechnics / ITIs / Model Schools and Off Campuses of the University lack clarity and uniformity in many financial aspects, due to which files are returned frequently for clarification on the ground of inadequate information.

Hence, in order to manage the Imprest sanctioned to the various Departments / RCs / SRCs / CTEs / Polytechnics / ITIs / Model Schools and Off-Campuses of the University in an effective manner and process the recoupment smoothly without any hurdle or delay, the following guidelines are issued:

**Guidelines for Managing the Imprest**

- I. Expenditure shall be incurred strictly within the limit of the Imprest sanctioned. Expenditure incurred beyond the Imprest sanctioned shall not be recouped.
- II. An exclusive Control Register shall be maintained for the Imprest sanctioned in which all the expenditures and recoupment shall be recorded, as and when incurred or recouped along with balance of the Imprest amount.
- III. Imprest Bill for recoupment shall be submitted when at least 50% of the Imprest amount is utilized and the balance of Imprest amount is less than or equal to 50%.
- IV. Head-wise Statement relating to Imprest shall be enclosed along with the Recoupment Bill containing the following details & documents.

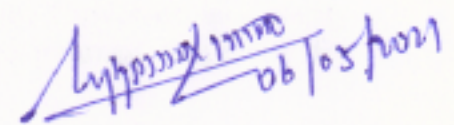
- a) **Imprest amount Sanctioned** : Rs. \_\_\_\_\_
- b) **Expenditure incurred from \_\_\_\_\_ to \_\_\_\_\_** : Rs. \_\_\_\_\_
- c) **Balance of Imprest as per the Imprest Control Register** : Rs. \_\_\_\_\_
- d) **Bank Account Statement with highlighted transactions pertaining to the Imprest.**

- V. Interest as and when credited in the Bank Account maintained by the respective Departments / RCs / SRCs / CTEs / Polytechnics / IITs / Model Schools and Off Campuses shall be remitted to the relevant Bank Account maintained by the University at it's Headquarter, Hyderabad.
- VI. All the Recoupment of Imprest Bills shall invariably be routed though the Administration Section. Admin Section shall scrutinize the bills in the light of the relevant rules, GFR and the aforementioned guidelines thoroughly thereafter, forward to the Competent Authority for approval.

**All the Department/ RCs / SRCs / CTEs / Polytechnics /ITIs/Model Schools and Off-Campuses of the University who have been sanctioned Imprest are required to follow the aforementioned guidelines henceforth scrupulously.**

*Annexures:*

- 1) *Format for the Imprest Control Register*
- 2) *Format for the Head-wise Statement*
- 3) *The relevant Bank account details of the University for the purpose of remittance of the interest accrued.*

  
(M.G. Gunasekaran)  
Finance Officer

To,

1. All the Department / RCs / SRCs / CTEs / Polytechnics / ITIs / Model Schools and Off Campuses for compliance of the aforesaid Guidelines.
2. Office of the VC / Registrar
3. Administration Section to ensure compliance of the Guidelines in all respects.
4. The Director (I/c) CIT for uploading on the University Website.

Format of Imprest Control Register  
 Imprest Sectioned Rs. \_\_\_\_\_  
 Month \_\_\_\_\_ 2021

Annexure-1

Date	Electricity	Water	Postage	Printing & stationery	Telephone	Newspaper Subscription	Daily Wage etc.	Hospitality Charges	Repairs	Local Conveyance	Misc.	Particulars		Total Payments
												To Cash A/c		
1.												By Electricity		
2.												By Water		
3.												By Postage		
4.												By Printing &		
5.												By Telephone		
6.												By Newspaper		
7.												By Daily wage		
8.												By Hospitality		
9.												By Repairs		
10.												By Conveyance		
11.												By Misc.		
12.														
13.														
14.														
15.														
16.														
17.														
18.														
19.														
20.														
21.														
22.														
23.														
24.														
25.														
26.														
27.														
28.														
29.														
30.														
31.														
												Total payments		
												By Balance C/d		

Next Month Balance B/d

Format for the Head-wise statement

Expenditure incurred from \_\_\_\_\_ to \_\_\_\_\_

Sl.No.	Head of Account	Expenditure incurred
1.	Electricity	
2.	Water	
3.	Postage	
4.	Stationery & Printing	
5.	Telephone / Fax / Internet	
6.	Subscription to Newspapers, Magazines, Journals etc.,	
7.	Hiring of Services (Daily Wage etc.,)	
8.	Hospitality charges	
9.	Repairs of Furniture and Equipment	
10.	Local Conveyance	
11.	Miscellaneous (Please specify if the bill amount is more than Rs.500/-	
	<b>Total Expenditure incurred</b>	
	<b>Balance of the Imprest</b>	
	<b>Imprest Sanctioned</b>	

Signature of Dealing Assistant

Signature of Section Officer

Certified that all the expenditure have been incurred from the Imprest Sanctioned for the Official purpose only.

Signature of Head / In-charge

**Note:**

- I. Total Expenditure mentioned in the Expenditure Statement should tally with the Head-wise expenditure Statement.
- II. Sum of The total Expenditure incurred and Balance of the Imprest should tally with the Imprest Amount Sanctioned.

Relevant Bank Account Details

DDE	(IOB) 187901000008524
Recurring	(IOB) 187901000008331
Sachar	(IOB) 187901000000024

All the Departments / RCs / SRCs / CTEs / Polytechnics /ITIs/Model Schools and Off-Campuses of the University are requested to remit the interest accrued in the same Bank Account of the University from which the imprst has been released and **Not** <sup>to</sup> any other account.