



Indira Gandhi Delhi Technical University for Women

(Established by Govt. of Delhi vide Act 09 of 2012)

(Formerly Indira Gandhi Institute of Technology)

No.F.90/IGDTUW/Accts./General Corsp./ 5055

Dated: 27-02-2017

CIRCULAR

Sub : Guidelines for incurring expenditure from Imprest Money/Permanent Advance.

While conveying the sanction of competent authority for payment of Imprest Money/Permanent Advance to H.O.Ds/In-charge of branch concerned, certain conditions were communicated for observance of the same during the incurring the expenditure from Imprest Money. Due to passage of time or due to change of Incharge of some branches from time to time, the same may not be available with them. It is therefore, the terms and conditions which are to be observed while incurring the expenditure from Imprest Money/Permanent Advance, being enclosed here with once again for ready reference and compliance thereon.

This issues with the prior approval of Registrar, IGDTUW.

Encl: As above.

No.F. 90/IGDTUW/Accts./General Corsp./ 5055

DFO, IGDTUW

Dated: 27-02-2017

Copy to the following for information:-

1. All H.O.Ds./Branch In charges of IGDTUW for wide circulation in their respective departments.
2. Assistant Registrar (Pers./GA/Purchase)
3. P.S. to V.C., IGDTUW.
4. P.A. to Registrar, IGDTUW.

DFO, IGDTUW

The withdrawal/Payment of imprest money/permanent advance will be subject to observance of the following conditions:-

- i) The advance shall be utilized by the H.O.D/Branch I/C concerned for meeting out day to day emergent contingent expenditure/urgent requirements like repair of appliances & equipment's, spares, spiral binding, stationery purposes which is necessary and unavoidable for functional requirement and requisite facility is not available with the office with proper justification of the occasion of expenditure.
- ii) The Concerned H.O.D/Branch I/C shall maintain "Register of Permanent Advances"/ "Imprest Money" in Form prescribed. A note of each item of Permanent Advance/Imprest Money given to these Officers of IGDTUW shall be kept in the "Register of Permanent Advance's".
- iii) The advance shall be recouped at least twice in a month by the concerned H.O.D/Branch I/C, so that the amount sanctioned does not exceed half the amount of the average monthly contingent expenditure.
- iv) The accountability for the advance and its utilization on bona fide Government/IGDTUW Account in accordance with rules & regulations shall rest wholly on holder of the advance & Officer In-charge concerned, IGDTUW.
- v) Copies of sanctions along with monthly statements of expenditure showing the amount of contingent bills cashed with classified details of items of expenditure shall be furnished to the DFO/In-charge, Accounts Branch, IGDTUW in the following month.
- vi) The amount of advance outstanding as on 31st of March each year shall be entered in the money column of the subsequent year.
- vii) The advance/imprest money shall not be used for his own office, on honorarium, hospitality, conveyance, hiring of vehicle and TA but will be used for meeting urgent and emergent expenditure as mentioned in Sl. No. (i) above.
- viii) The H.O.D concerned shall workout the outstanding amount of advance from the "Register of Permanent Advances" on 31st March and tally it with the balance register and sent a report in the first week of April to the DFO/In-charge, Accounts Branch, IGDTUW for perusal of Registrar & V.C., IGDTUW.
- ix) The procedure prescribed in para 10.12. of the Civil Accounts Manual, Volume-I for maintaining the imprest/permanent amount shall be followed strictly.
- x) While incurring expenditure out of imprest, the procedure prescribed for incurring expenditure and completing codal formalities under GFR-2005 and other Rules/Instructions of the Government/IGDTUW in this regard shall be followed strictly.
- xi) The Officers/In-charge concerned, IGDTUW shall ensure correct utilization of imprest money as per rule.
- xii) After issue of sanction for payment of Permanent Advance/Imprest Money, the Officer Concerned, IGDTUW shall request for release/payment of Imprest money in prescribed form.
- xiii) In the event of transfer or leaving service from IGDTUW or relieving from the responsibility of HOD/Branch I/C, proper account with complete record of this imprest money may be handed over to Accounts Branch (IGDTUW) or to the Successor/Officer In-charge concerned, as the case may be, under intimation to DFO//In-charge, Accounts/Accounts Branch, IGDTUW so that the permanent advance/imprest money could be transferred to his successor after obtaining his proper signatures by cashier.