

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No.NITUK/Estt./00/2022/001/A-73

Date:
19 APR 2022

OFFICE ORDER

With reference to the Office Order No.A-451 dated 15.07.2019 approval regarding grant of imprest cash was communicated to all concerned. It is further notified that as per FC agenda item no.FC 18.05 dated 22.06.2019, the limit of imprest to the Institute officers are as under:

| S.No. | Designation | Imprest cash limit (in ₹) |
|-------|-------------------------------------|---------------------------|
| 1. | Dean's | ₹10,000/- |
| 2. | HoD's/Deputy Registrar | ₹6,000/- |
| 3. | Coordinator's/Assistant Registrar's | ₹5,000/- |

All above officers are instructed to use this imprest cash judiciously and in the spirit of Rule 322 of GFR-2017 and para 10.12 of Civil Accounts Manual quoted as under:

| Rule 322 of GFR-2017 | Para 10.12 of Civil Accounts Manual |
|---|---|
| "Permanent advance or Imprest for meeting day to day contingent and emergent expenditure may be granted to a government servant by the Head of the Department in consultation with Internal Finance Wing, keeping the amount of advance to the minimum required for smooth functioning. Procedures for maintenance of permanent advance or Imprest are available in para 10.12 of the Civil Accounts Manual". | 10.12.1 Permanent advance is normally granted to officers who have to make payment before they can place themselves in funds by drawing money from the Pay and Accounts Office, subject to the provisions under Rule 291 of GFRs 2005. 10.12.2 A note of each item of Permanent Advance given to various authorities shall be kept in the "Register of Permanent Advances" (Form CAM-61). If the amount of an advance is increased or reduced during the course of a year, the amount in the column for the current year should be altered in red ink as soon as payment of the increased advance is made or credit representing difference due to reduction is received from the officer concerned. The amount of the advance outstanding as on 31st of March each year should be entered in the money column for the subsequent year. 10.12.3 Sanctions for permanent advance accorded by Heads of Department are to be scrutinized to see- (i) That the officer sanctioning the advance is a recognized Head of Department; (ii) That the advance is intended for the subordinate and not for his own office; and (iii) That the advance has been sanctioned in accordance with the provisions of Rule 291 of GFRs 2005. 10.12.4 Acknowledgement from the officers holding permanent advance shall be obtained as on 31st March, in the month of April. Further, from the Register of Permanent Advances, the aggregate outstanding amount should be worked out and tallied with the ledger balance. |


Registrar

Copy to:

1. All employees– through email
2. All Dean's/HoD's/Section Head
3. Coordinator (Website) – *for update on the Institute website*
4. Assistant Registrar (Estt.)
5. Office of the Director
6. Office of the Registrar
7. Guard file - for record

राष्ट्रीय प्रौद्योगिकी संस्थान, उत्तराखण्ड
NATIONAL INSTITUTE OF TECHNOLOGY, UTTARAKHAND

Ref. No.NITUK/Estt./OO/2019/001/A-451

Date: 15/07/2019

OFFICE ORDER

In compliance to FC agenda item no.FC 18.05 dated 22/06/2019, regarding grant of Imprest Cash to the employees and same is approved by the BoG vide agenda item no.22.14 as follows:

| S.No. | Designation | Limit (in ₹) |
|-------|-------------------------------------|--------------|
| 1. | Dean's | ₹10,000/- |
| 2. | HoD's/Deputy Registrar | ₹6,000/- |
| 2. | Coordinator's/Assistant Registrar's | ₹5,000/- |

The above Imprest shall be used judiciously and in the spirit of Rule 322 of GFR-2017 and para 10.12 of Civil Accounts Manual.

This is issued with the approval of the Competent Authority.


Registrar

Copy to:

1. All faculty and staff members – through email
2. Assistant Registrar (Estt.)
3. Office of the Director
4. Office of the Registrar
5. Guard file - for record