

Indian Institute of Information Technology, Allahabad
Office of the Dy. Registrar (Finance & Accounts)
(Internal Audit Wing)

F.No.: IIIT-A/DR(F&A)/Imprest/ 3641 /2016

Dated: 03.03.2016

CIRCULAR

Subject: Guidelines for Permanent Imprest

Permanent Imprest is sanctioned to the employees of this Institute under the approval of the Director for meeting day-to-day contingent items and unforeseen expenditures. In this context, it is requested that the following points may please be taken care with regards to expenditure from Permanent Imprest:-

- 1) It is expected from all the concerned to exercise the same vigilance in respect of expenditure incurred from public money as a person of ordinary prudence would exercise in respect of expenditure of his own money.
- 2) Procurement of items of capital nature viz. Fan, Printer, Refrigerator, UPS, Furniture etc., (Assets and Limited Time Assets) or paying any allowance / honorarium are not permissible through Permanent Imprest. It is meant for meeting day-to-day petty contingent expenses of emergent nature to facilitate normal functioning of the office / section / department by the authorized imprest holder. It may be ensured that the expenditure should invariably be restricted within the Permanent Imprest. This can be recouped as and when required.

The request for recoupment of imprest may please be submitted to the Accounts Section with a summary sheet consisting of item-wise expenditure duly signed by the imprest holder and forwarded by the Head of the Department / Officer-In-charge, as the case may be.

The Permanent Imprest needs acquittal at the end of each financial year. The unspent balance, if any, should be deposited as it can not be carried forward to the next financial year.

All concerned are hereby requested to scrupulously follow the above-mentioned guidelines and financial propriety in the best financial interest of this Institute.

This has been issued with the approval of the Director.



(O.P. Srivastava)
Dy. Registrar (F&A)

Copy to:- Director -- for kind information.
All Faculty Members / Officers / Staff Members