

राजीव गांधी राष्ट्रीय विमानन विश्वविद्यालय
RAJIV GANDHI NATIONAL AVIATION UNIVERSITY
FURSATGANJ, AMETHI, UTTAR PRADESH

OFFICE ORDER NO. RGNAU/ESTT/2025/106 DATED OCTOBER 07, 2025

The undersigned is to convey that the competent authority has approved the guidelines for the expenditure to be made from the Imprest sanctioned to different departments/centres/schools/ sections/ units to meet day to day petty expenses, as given in the attached **Annexure**.

All concerned are requested to strictly adhere to the above guidelines in letter and spirit.

All Heads/Coordinators of the Department / Centre / School / Section / Unit are requested to bring it to the notice of all teaching and non-teaching employees of the University.

Encl. as stated


कुलसचिव / Registrar

To:

All Heads/Coordinators of the Departments/Centre/School/Unit – for circulation amongst the employee of their respective units.

Copy to :

- 1) Finance Officer
- 2) Controller of Examinations
- 3) All Deputy Registrars/Deputy Finance Officer
- 4) Officer-on-Special Duty (AAE&HR)
- 5) Officer-in-Charge (Accounts & Establishment)
- 6) System Analyst – please upload in the RGNAU website
- 7) PS to Vice Chancellor
- 8) PS to Registrar
- 9) Office Order file.

**GUIDELINES FOR THE EXPENDITURE TO BE MADE FROM THE IMPREST
SANCTIONED TO DIFFERENT DEPARTMENTS/CENTRES/SCHOOLS/SECTIONS/UNITS
TO MEET DAY TO DAY PETTY EXPENSES**

Imprest money is in the nature of Permanent Advance available to different officials for the normal day-to-day petty expenses. Whenever the amount is about to be exhausted, it is recouped through adjustment (maximum twice in a month) on submission of Cash Memos/Bills/Invoices.

- 1) The Imprest should be utilized by the concerned section/officer for meeting the day-to-day emergent petty contingent expenditure like repair & maintenance of office / lab equipment's, procurement of stationeries & consumables, payment of labour / local transportation charges, refreshment for conducting meetings and hospitality of designated guests etc.
- 2) All expenses made from the Imprest should be supported by printed Cash Memos/Bills/Invoice only. Invoices without GST should be avoided as far as possible. Hand written receipts should be highly discouraged except under unavoidable situations. In case of any deviation from the guidelines, the Imprest holder has to forward the Cash Memo/Bill/Invoice for adjustment/recoupment after condoning the same from the competent authority with justifying the reasons in writing.
- 3) All the cash memos/invoices which are to be submitted for recoupment against the Imprest must be duly authorized & certified by the HODs along with the signature of the concerned Imprest holder. The seal of 'Certified and paid from Imprest" should be marked on every cash memo/bill/invoice to be settled through Imprest.
- 4) Imprest should not be used to buy items of durable nature like printers, furniture etc. Expenditure should not be incurred for purchase of capital items exceeding Rs.1,000/-
- 5) After issue of sanction order for payment of Imprest Money, the Officer concerned shall request for release/payment of Imprest money to the Finance Officer.
- 6) The Staff/Faculty to whom Imprest is disbursed shall be fully responsible for safekeeping of the cash/Imprest money
- 7) Recoupment of Imprest may be claimed from Finance & Accounts Section in the prescribed form whenever the expenditure exceeds 75% of the Imprest amount.
- 8) In no case the amount of expenditure should exceed the sanctioned Imprest limit when the invoices are submitted for recoupment.
- 9) All the Imprest cash memos/bills/invoices must be settled in the format prescribed at Appendix.

All bills against Imprest must be adjusted by 20th March of the concerned financial year failing which unadjusted advance amount will be deducted from the salary for that month of the Imprest holder. A fresh Imprest advance can be released at the beginning of the new financial year to all the Imprest holders on their request to the Finance Officer.



PROFORMA FOR IMPREST ADJUSTMENT

- 1) Imprest sanctioned to the Department : _____
- 2) Imprest amount received: _____
- 3) Purpose of advance : _____
- 4) Total Expenditure : _____
- 5) Refund (if any) : _____
- 6) Claim for reimbursement (if any) : _____

Sl.No.	Items	Quantity	Bill No. & Date	Amount (Rs.)	Remarks (if any)
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Signature of the Claimant with date :

Claimant Full Name and EC :

Designation :

Department/Centre/School/Section/Unit :