



बाबासाहेब भीमराव अम्बेडकर विश्वविद्यालय

विद्या बिहार, रायबरेली रोड, लखनऊ 226025

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY

(A Central University)

Vidya Vihar, Raebareli Road, Lucknow—226025

Letter No: F0/BBAU/2019/324

Date: 05/11/2019

CIRCULAR

Due to paucity of fund under recurring heads all concerned are requested to kindly ensure to follow austerity measures with immediate effect: -

1. File of imprest money sanctioned for different Schools/Departments/Sections/Courses should be submitted within the limit of available funds only and once in a month. Imprest Cash Register has to be maintained by all concerned to avoid excess expenditure. Bills prior to the date of submission for recoupment are not considerable.
2. Imprest holders can withdraw cash by using card upto Rs.2,500/- per month only in special circumstances to avoid hardship for which suitable justification may be recorded.
3. In case of any problem regarding operation of prepaid card, Card Holder may approach directly to Canara Bank, BBAU Campus for solution with a copy to Finance Department.
4. While submitting the adjustment, a summary signed and stamped by the concerned officials alongwith item wise details of expenditure with original cash memos and bank slips (in duplicate) duly stock entered & verified may be submitted.
5. Expenditure on tea and lunch from the imprest/advance is permissible for members, who attended the Meeting/Examination (External Examiner/Guests) only.
6. Purchase of items capital in nature like Fan, Heater, UPS, Printer etc. are not permissible from imprest. Only consumable/contingent items are allowed.
7. Second/Subsequent advance can not be sanctioned to official, until the submission of the adjustment of previous advance, certificate in this regard is required from the advance seeker. A certificate must be furnished by the officials in his/her proposal for advance that all previous advances have already been settled.
8. Articles provided by Store and Purchase Section/Engineering Section/Computer Center may be purchased by indenter only after obtaining Non-Availability Certificate.
9. Imprest holder will be responsible for any objection raised by audit regarding unauthorized or irregular expenditure from the imprest amount.

Supply
06.11.19

[Signature]
5/11/19

10. Rubber Stamped bills should be avoided. Only printed and GST numbered bills will be considered for adjustment/payment as per GFR/University rules.

It is requested that above be scrupulously observed

This is issued with the approval of the Competent Authority.


5/11/19
Finance Officer (I/c)

1. All Deans/ Heads/Coordinators/Unit Incharges of BBAU Lucknow
2. Registrar, BBAU Lucknow.
3. COE, BBAU Lucknow
4. Dy. Registrar (Store & Purchase)
5. Executive Engineer, BBAU Lucknow
6. Director, Computer Center, BBAU, Lucknow
7. Section Officer, Vice Chancellor Office for kind information

Copy to :-

 In-Charge, University website for uploading it on the website.


5/11/19
Finance Officer (I/c)