BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY
LUCKNOW
प्रज्ञा शील करुणा
ESTABLISHED 1996

बाबासाहेब भीमराव अम्बेडकर विश्वविद्यालय

(केन्द्रीय विश्वविद्यालय)

विद्या विहार, रायबरेली रोड, लखनऊ-226025

BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY

(A Central University)

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Letter No. 2210 /Estt./BBAU/2020 Date: 24/12/2020

CIRCULAR

Based on the recommendations of the Committee, the Vice-Chancellor is pleased to approve the imprest and expenses to be incurred on various expenditure by the Officials of the University as per following details:

Sl. No.	Particulars	Amount (₹) (Per month)	Hospitality (₹) (Per month)	Cash withdrawal limit (₹) (Per month)
1	Registrar/Finance Offcer/Controller of Examination/Dean/HoD/DSW/Proctor/OSD/PIC/ PRO	7,500/-	1,500/- (18,000/- per year)	3,000/-
2	Deputy Registrar/OSD/PIC/Associate Dean/APRO	5,000/-	1000/- (12,000/- per year)	2,500/-
3	Assistant Registrar/AOSD/Admin. Warden/Coordinator/Hindi Officer/Computer Programmer/RSO/Astt. Director (P.Ed.)/Astt. Librarian/Medical Officer	2,500/-	750/- (9,000/- per year)	1,250/-

1. If any official having multiple charges in that case he/she will be entitle for only one card, that card will be used for that Section/Department it has been issued. In case an Officer having more than one charges, in that case inprest card may be issued to the assisting officer of the respective Department/Section as per the entitlement.
2. Atleast 50% or more expenditure of the imprest money may be utilised then recoupment process will be initiated.
3. Imprest money should be utilised as per GFR Rules.
4. No imprest will be given to the contractual employees/consultants.
5. In exigency of work, C.A. may authorize any official for imprest money besides above categories.

All concerned are requested to strictly adhere to the limit fixed for imprest Hospitality. In case, beyond the limit prescribed above, specific approval of the Hon'ble Vice-Chancellor should be obtained.

Registrar

Copy to:

1. Finance Officer, BBAU, Lucknow.
2. AR to VCS, BBAU, Lucknow.
3. PS to Registrar, BBAU, Lucknow.
4. In-charge University website.
5. Guard file.

Professor In-charge (Estt.)

Circular