



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल-462003
(शिक्षा मंत्रालय, भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)
MAULANA AZAD NATIONAL INSTITUTE OF TECHNOLOGY BHOPAL- 462003
(An Institution of National importance under Ministry of Education, Govt. of India)

No:-MANIT/F&A/2026/878

Dated: 08.05.2026

Notice

Subject : Approval for Guidelines of Imprest Sanction, Utilization & Recoupment -reg.

This is to notify all concerned that the competent authority has approved the guidelines for the expenditure to be made from the sanctioned Imprest to different departments/sections/offices to meet the day-to-day petty expenses as mentioned below.

i. Sanction of Imprest :

Imprest may be sanctioned to Officers/Functionaries/HoDs/HoS/Deans of the Institute with the approval of the Director to meet day-to-day contingent and unforeseen expenditures. The maximum limit of the Imprest is **Rs. 20,000/-**, and applications shall be submitted in the prescribed **Imprest Sanction Form (Annexure-I)**.

ii. Recoupment of Imprest :

Whenever the Imprest amount is nearing exhaustion, a request for recoupment may be submitted to the Accounts Section in the prescribed format. The claim shall include item-wise expenditure, duly signed by the Imprest holder.

Recoupment shall be processed (normally once a month) upon submission of certified Cash Memos/Bills/Invoices in the prescribed **Imprest Recoupment/Reimbursement Form (Annexure-II)** along with Imprest register maintained at department level.. The recoupment amount shall not exceed the sanctioned Imprest limit under any circumstances.

iii. Permissible Use of Imprest :

Imprest shall be utilized only for meeting day-to-day, emergent, and petty contingent expenditures such as:

- Repair and maintenance of office/laboratory equipment.
- Procurement of stationery and consumables.
- Payment of labour charges and local transportation.
- Refreshments for official meetings and hospitality of designated guests.
- **Note:** Imprest shall not be used for routine/daily refreshments.

iv. Supporting Documents & Stock Entry For Recoupment/Reimbursement :

- All expenditures incurred from Imprest must be supported by proper printed Cash Memos/Bills/Invoices. Bills without GST shall not be reimbursed. Handwritten receipts shall be discouraged except in unavoidable circumstances.
- All bills submitted for recoupment must be duly verified, authorized, and certified by the Imprest holder. Each bill/invoice must bear the stamp **“Certified and Paid from Imprest.”**
- All consumable items purchased through Imprest shall be duly entered in the departmental stock register. A separate Imprest Register shall also be maintained at the department level for recording all transactions made under the Imprest. The same shall be submitted along with supporting records/documents at the time of Imprest recoupment.

1/2



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v. Non-Permissible Claims :

- Conveyance claims for staff working beyond normal office hours shall not be charged to Imprest.
- Imprest advance shall not be used for the purchase of durable or capital items such as printers, furniture, UPS, computer, non-consumable nature items etc.

vi. Splitting of Purchases :

- Purchase quantities shall not be split or divided with the intent to bring the procurement within the prescribed delegated financial limits. Any such splitting of demand or procurement to circumvent the approved financial powers, prescribed procurement procedure, or approval mechanism shall be treated as a violation of the Institute's financial and procurement guidelines.
- Frequently required items should be procured in bulk through proper purchase procedures under delegated financial powers, to avoid repetitive small-value purchases.

vii. Year-End Adjustment :

- All Imprest advances must be fully adjusted by **10th March** of the relevant financial year. Any unadjusted amount thereafter shall be recovered from the salary of the Imprest holder.

viii. Principle of Financial Prudence :

- All concerned officials are expected to exercise the same level of caution and prudence in spending public funds as they would in spending their own money.

ix. Mode of Payment Above Rs.5000/- :

- Imprest holders shall ensure that payments exceeding ₹5,000/- to suppliers, contractors, vendors, etc., are made strictly through Cheque/NEFT/RTGS/UPI or any other approved digital mode of payment. Cash payments shall be avoided, and any expenditure incurred in cash beyond the prescribed limit shall not be considered admissible under the Imprest.

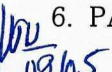
This notice is issued with the approval of competent authority


कुलसचिव/Registrar

Enclosed:- As stated above.

Copy to:-

1. All Deans.
2. All HoDs/Chairman, Centers for circulation amongst the employees.
3. Chief Warden/Wardens.
4. All Assistant Registrars/Joint Registrar.
5. PA to Registrar, for record.
6. PA to Director, for kind information.


कुलसचिव/Registrar



मौलाना आज़ाद राष्ट्रीय प्रौद्योगिकी संस्थान भोपाल-462003 A-I

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अग्रदाय स्वीकृति के लिए आवेदन पत्र (Application Form for Imprest Sanction)	कर्मचारी का नाम: Employee Name :	
	कर्मचारी कोड : Employee code :	
	पद : Designation :	
	विभाग : Department:	
इम्प्रेस्ट की आवश्यकता Imprest Amount Required	राशि / Amount	राशि (शब्दों में) Rupees (in words)
इम्प्रेस्ट का उद्देश्य Purpose of Imprest		
कर्मचारी द्वारा प्रमाण पत्र Undertaking by the Imprest Holder		
<ol style="list-style-type: none">The imprest shall be utilized strictly for petty purchases, contingencies, consumables, and emergent requirements of the concerned Department/Section/Office only as per the notified guidelines.For recoupment of the imprest amount, all supporting bills shall be duly certified, and appropriate entries shall be made in the stock register at the departmental/sections/offices level and kept appropriate for audit purposes.The imprest reimbursement claim shall be submitted in the duly filled imprest reimbursement form, along with all certified bills and corresponding stock entries recorded in the imprest register maintained at the Department/Section/Office level.The imprest reimbursement shall be submitted once in every month for recoupment.Any payment exceeding Rs. 5,000/- made to a vendor shall be through digital mode only. Cash payments above Rs. 5,000/- shall not be eligible for reimbursement.The final imprest reimbursement for the financial year shall be submitted on or before 10th March, failing which the Accounts Section shall be at liberty to recover the amount from the salary of the concerned individual.		
Date: तारीख:		इम्प्रेस्ट धारक के हस्ताक्षर Signature of Imprest Holder
विभागाध्यक्ष/ HoS/HOD	अनुशंसित/Recommended by	अनुमोदित/Approved by

