



संत लौंगोवाल अभियांत्रिकी एवं प्रौद्योगिकी संस्थान,
लौंगोवाल, संगरूर, पंजाब - १४८ १०६
[भारत सरकार द्वारा स्थापित]

Sant Longowal Institute of Engineering and Technology
Longowal, Dist. Sangrur, Punjab - 148106
(Established by Govt. of India)
Deemed-to-be-University
(U/S 3 of UGC Act 1956)

संदर्भ सं/Ref.No. SLIET/A&A/2021/ 742

दिनांक/Date: 09/06/2021

GUIDELINES FOR IMPREST

The imprest is sanctioned to meet out the urgent requirement of petty items/consumable nature as per need of Department/Section for smooth functioning. The norms of utilization are as follows: -

A. Heads of Utilization:

1.	Recurring Expenses	Ceiling, if any
(i)	Consumables, Printing & Stationery, Telephone Expenses, Repair & Maintenance of Office/Lab Equipments
(ii)	Hospitality	Upto approved ceiling
(iii)	Other Miscellaneous Expenses
2.	Non-recurring Expenses (Above Rs. 5000/- with the approval of competent authority)	Upto Rs. 5000/-only)

B. Norms of Re-coupmnt:

1. Imprest will be recouped on utilization of at least 50% of sanctioned amount.
2. The expenditure should not exceed the sanctioned imprest.
3. Stock entry of consumables/ non-consumables/ stationery items/ other goods should be done in departmental/ central store register.
4. Hospitality/ Telephone expenditure etc. bills should be entered in the relevant register of concerned department/ section.
5. Necessary certificate as per GFR-2017 and cash payment certificate should be recorded on the body of bill.
6. Imprest account may be submitted for final adjustment alongwith deposit of unspent amount of imprest, if any, on or before closing of the Financial Year.


Registrar

Copy to:-

1. Director for kind information please.
2. All Deans/HODs/Section In-charges - for necessary action please.
3. File copy
4. F.I (Acss): with a request to upload on the Institute's website.pl.

Proud to be Part of 'Team SLIET'

Together We can make a Difference