



गुजरात केन्द्रीय विश्वविद्यालय  
CENTRAL UNIVERSITY OF GUJARAT

गुजरात केन्द्रीय विश्वविद्यालय  
(भारत की संसद के अधिनियम सं. 25, 2009 के तहत स्थापित)  
**CENTRAL UNIVERSITY OF GUJARAT**  
(Established by an Act of Parliament of India, No 25 of 2009)

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**INSTRUCTIONS FOR IMPREST ADVANCE**

**(1) Imprest advance to be used as**

- (a) Petty cash payments (however, wherever possible payments should be made by cheque).
- (b) To meet the day to day office requirements.
- (c) For certain types of supplier who require payment at the time of delivery of goods except non-recurring/assets items.
- (d) where payment is required to be made within specific time bound limit to get and secure additional discount.

**(2) Imprest advance NOT to be used.**

- (a) No invoices for repairs or maintenance can be paid out of the imprest advance. They must be either forwarded to the F&A Dept for payment or separate case may be initiated through proper channel.
- (b) Salary payments and staff expenses MUST NOT be paid from the imprest advance. These include: Travel Expenses, Accommodation, Entrance Fees, Memberships fee, Parking/Speeding Fines, used for research fee payments, used for cashing of personal cheque, loan to any individual for personal use.
- (d) Stationery items held by CUG store are not to be purchased from imprest advance, if purchased, justification for settlement/adjustment is to be attached along with non-availability of the same items at CUG store

**(3) Instructions to be followed by the imprest holder.**

- (a) Receipts must specify the reason for the expenditure.
- (b) The imprest holder will be held responsible for the safe custody, day to day running of the account and proper maintenance of the account in line with the instructions issued and may be liable for any losses or misappropriations of public money. He will ensure that the expenditure incurred judiciously in accordance with the approved procedures and University rules.
- (c) As expenditures are made and the fund becomes depleted, adjustment/settlement must be prepared and submitted to Finance & Accounts for recoupment/reimbursement.
- (d) The single transaction limit to withdraw the imprest advance is Rs. 10,000/- at a time and recoupment further from time to time. The imprest advance will not be recouped over and above the upper ceiling limit as fixed by competent authority.
- (e) Declaration is also required to be submitted by the concerned official that the expenditure has been incurred strictly for the office purpose only.

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