

AJAY KUMAR GARG ENGINEERING COLLEGE

27th Km. Stone, Delhi-Hapur By Pass Road, Adhyatmik Nagar, Post Box No. 116, Ghaziabad - 201009
Ph.: 0120-2762841-51, Fax : 0120-2761844 / 45

AKGEC/D.O./Notices/28/17-18/

25th October 2017

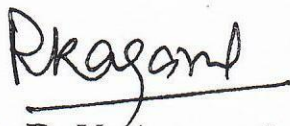
OFFICE ORDER

IMPREST TO HoDs

To facilitate timely available of urgently required items, an imprest had been authorize to the HoDs. It has been decided to increase it to Rs. 10,000/- from Rs. 5,000/- per month with immediate effect.

The imprest is to be drawn by HoDs from the Accounts Section and utilized for urgent required laboratory consumables and other minor items. As far as possible efforts should be made to raise timely demands / requirements for purchase by the procurement section. The following points have to be noted :

1. The imprest is to be used only in case of emergent requirements and for items not available in store.
2. Care should be taken to purchase items of good quality from authorized stores and proper bills obtained.
3. A separate record is to be maintained of items purchased from the imprest.
4. The imprest is to be settled / renewed with accounts section in the first week of every month. In case of early utilization, the imprest may be settled and money redrawn at an earlier time also.



Dr R. K. Agarwal
Director

Copy to : - All HoDs
Accounts
Governing Council File