

मौलाना आज़ाद नेशनल उर्दू यूनिवर्सिटी
مولانا آزاد نیشنل اردو یونیورسٹی
MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

(Accredited "A" Grade by NAAC)

Administration - Section/ प्रशासन अनुभाग



No.MANUU/Admn./F.63/2019-20/993

16thMarch, 2020

CIRCULAR

It has been noticed that the files/bills for recoupment of Imprest are being sent without proper checking and certification about the expenditure.

Therefore, all the Heads/In-charge of the Departments, Sections, Offices, Centers, Colleges, etc. (Both HQs and Outside units) are requested to check the claims before sending for recoupment. Also they are required to record the following certification in the statement of expenditure of the claim preferred.

"The expenditure incurred from the Imprest amount and claimed in this bill of recoupment is as per rule"

Further, they shall also ensure that GFR-2017 is followed for all purchases, repairs, etc. and shall also record a certificate as per the relevant provision of GFR-2017, for such expenditure

By Order


16/3/2020
Joint Registrar (संयुक्त कुलसचिव)
Admin.&Estate (प्रशासन एवं संपदा)

Copy to:

- 1) Vice-Chancellor's office /Registrar's office
- 2) Finance & Accounts Section
- 3) Concerned file
- 4) CIT- for uploading on MANUU Website