



भारतीय पशु-चिकित्सा अनुसंधान संस्थान  
इज्जतनगर - 243 122 (उ.प्र.) भारत  
INDIAN VETERINARY RESEARCH INSTITUTE  
Izatnagar - 243 122 (U.P.) INDIA



No.F.1-2/2019-20/CASH-MISC

Dated: 20<sup>th</sup> Dec, 2019

**CIRCULAR**

The matter relates to permanent Advance in the form of Imprest. Almost each external aided project, Heads of Divisions, JD's etc are keeping the Imprest account having the sanctioning power as per Govt. of India Rules.

While recouping the amount of adjustment submitted by the concerned in MIS/FMS system it has been decided that all the Imprest bills may be submitted to Drawing and Disbursing officer & AAO-Cash, ICAR-IVRI, Izatnagar for the recoupment with all the codal formalities completed in all respects. It has also been observed that the Imprest Holder are recording pay orders in the compiled bills which has been examined by the Audit section of ICAR-IVRI, Izatnagar and the same was not found in order. Therefore all the Imprest holders may not record any pay order certificate in compiled Imprest bill. Further, all the Imprest holders may send the online FMS bill in Duplicate (or TWO nos. of copies) duly signed with seal by him/her in original.

This is issued with the approval of the competent authority.

The Hindi version will follow.

*Vishwadeep*  
20/12/2019

(Vishwadeep)

Asst. Adm. Officer

CASH Section

**Distribution:**

1. All JD's/Head of Divisions/SIC's/Section Incharge's/PI's/ Comptroller/ CAO/ SF&AO's/SAO's/AO's ICAR-IVRI, Izatnagar for necessary information.
2. The Incharge, ARIS Cell with the request to kindly upload the said circular on the institute website and send it to all concerned through e-mail.
3. PS to Director, ICAR-IVRI for necessary information.