

**ICAR - INDIAN VETERINARY RESEARCH INSTITUTE  
IZATNAGAR-243122 (UP)**

No.F. 2-1/2024-25/Comptroller

Dated: 28.08.2024

**CIRCULAR**

Imprest is sanctioned for emergency purchases and it has been observed that there is delay in processing of Imprest Bills of the Divisions/Sections at various levels. This has been viewed very seriously by the Competent Authority. Accordingly, to ensure timely payment of these bills it has now been decided that: -

1. After submission of the bills by the Divisions/Sections recoupment process will be completed by the DDO & Finance within a maximum period of one week.
2. HODs/Incharges of various units are requested to submit the bills for recoupment of imprest after utilizing 50% of the imprest amount sanctioned and they will not wait for full utilization of the same before submitting the bills for recoupment.



(Sanjeevan Prakash)  
Comptroller

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