

**OFFICE OF THE COMPTROLLER**  
**BIHAR ANIMAL SCIENCES UNIVERSITY**  
Bihar Veterinary College Campus, Patna-800014

F. No-FC/BASU/24/2018-19/150

Dated 13/08/2018

**OFFICE ORDER**

Following guidelines have been decided for operation of imprest under Bihar Animal Sciences University, Patna.

Expenditure from imprest is most informal kind of expenditure. This is made in cash. Payment from imprest purchase is made directly from the seller/service provider after making informal queries about price from the market. No proof of such queries is demanded with the bill submitted in support of purchase from imprest. All it requires the certificate as per BFR.

1. The imprest holder will sanction the amount on the request of someone who wants to purchase from imprest in the performa as shown below.

**Request to sanction and expenditure from Imprest**

Please sanction Rs..... from imprest of ..... for purchase of..... which is urgently required. I will submit the Tax invoice /receipt (duly marked "paid by me" and signed on certificate as per BFR131C) for this expenditure within 3 working days.

Name-  
Designation-

Sanctioned / Not sanctioned Rs.....

Name-  
Designation-

If the imprest holder intends to buy himself, he will sanction the money for his own request.

2. Designation of imprest holders, Size of imprest and limit of expenditure for single purchase from imprest is as shown in the table below:

S. No	Designation	Size of imprest	Limit of Expenditure for single purchase
1	Head of Department	10,000	2,000
2	Estate Officer, Guesthouse/ Farm Incharge, Secretary to V.C, Head (TVCC), Hostel Wardens, O/C Vehicle	20,000	5,000