



AIIMS/Rajkot/Administration/2023-24/6479

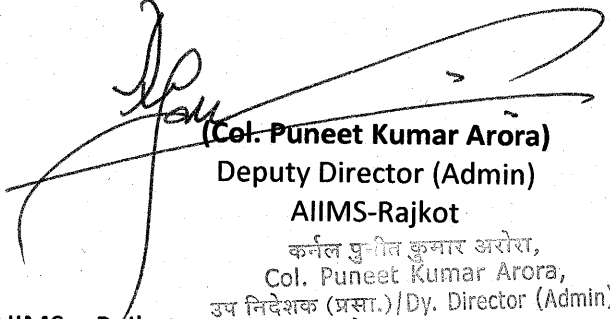
Dt: 28-11-2023

**Office Memorandum No. 156/2023**

**Subject: Imprest Fund Usage Guidelines**

1. The Competent Authority has noticed certain instances, where in certain departments are utilizing their Imprest Funds in contravention to general guidelines/directives on the same.
2. In light of these deviations, it is imperative to undertake appropriate actions to ensure transparency, accountability, fiscal responsibility and adherence to established protocols.
3. In this regard, it is intimated to all the concerned sections and departments that, henceforth, the following guidelines must be strictly adhered to while utilization of Department Imprest Funds.
  - a. Prior to the purchase of any goods, a NA (Not Available) certificate from Central Stores Department must be obtained.
  - b. For recurring purchases, an Indent must be submitted with the Central Stores Department.
  - c. Only GST invoices will be accepted for Imprest account related transactions.
  - d. The threshold limit for non-GST invoices is set at up to Rs. 500/- (Rupees Five Hundred only). Any invoice without GST amounting to more than Rs. 500/- must be accompanied by proper justification/details for its acceptance.
4. These guidelines are being issued with the approval of the Competent Authority.
5. Your cooperation in ensuring compliance to these directives is anticipated for upholding transparency and accountability in all the financial transactions to avoid audit objections.



  
(Col. Puneet Kumar Arora)  
Deputy Director (Admin)  
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कर्नल पुनीत कुमार अरोरा,  
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