



ICAR-INDIAN INSTITUTE OF SPICES RESEARCH
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F.5(129)2023-24/Bills

Dated: 12-12-2024

Circular

It has been noticed that bills/cash memos/receipts are submitted to cashier for reimbursement after a gap of many days which is creating accounting/ allotment of budget issues and also violates the imprest guidelines issued by ICAR/Govt. of India.

Hence, it is informed to all that:

1. Imprest money is to be used only for day to day contingent and emergent nature expenditure.
2. Bills should be submitted to Cashier for reimbursement within 07 days of incurring of expenditure.
3. Bills should not be splitted to parts to avoid obtain sanction of higher authorities.
4. Bills/cash memos/receipts available with staff members up to 15/12/2024 should submit by 20/12/2024 to the cashier for reimbursement/recoupment.
5. Bills prior to 15-12-2024 will not be accepted after 20-12-2024.


DDO

Distribution to:

1. All staff members of ICAR-IISR, Kozhikode Experimental Farm and KVK, Peruvannamuzhi
2. Senior Administrative Officer
3. DDO/Cahier.
4. Intranet