

राष्ट्रीय संस्कृत विश्वविद्यालय - तिरुपति
NATIONAL SANSKRIT UNIVERSITY - TIRUPATI

F.No. NSUT/Estt./CE/2022-23

दिनांक/Date: 29.11.2022

OFFICE ORDER No. 483 of 2022-23

Sub: Establishment-Enhancement of Imprest Amount for the Controller of Examination for expenditure of the Section - Orders - Issued -Regarding.

Ref: 1. Office Order No. 4 dated 15.02.2021.
2. Note submitted by the Controller of Examinations dated 11.11.2022.
3. Note approval of the Vice-Chancellor dated 29.11.2022.

With reference to the subject and approval cited above, the Vice-Chancellor is pleased to enhance the Imprest amount of Rs. 20,000/- to Rs. 30,000/-. The Method of Operation of the Imprest Account shall remain unchanged as stated in the Office Order No. 4 dated 15.02.2021.

In this regard, the Controller of Examinations is requested to

1. Meet the expenditure related to the Postal Expenditure, Purchase of Stationery to the Section, Purchase of Toners, Printer Cartridges etc., Purchase of Computer Accessories from the Imprest Amount.
2. Submit to Establishment Section
 - i. All the bills related to the Remuneration to the staff (both to Regular and Temporary staff); and
 - ii. Bills related to the Honorarium, TA/DA to be paid to the External experts

Bills pertaining to the boarding and lodging of the External Experts shall be routed through the Establishment Section, along with relevant and appropriate bills and approvals for obtaining the Administrative approval and financial sanction for payment.


REGISTRAR

To

1. The Controller of Examinations
2. The Finance Officer

Copy to

1. The Deputy Registrar
2. The Assistant Registrar(Exams.)
3. The Assistant Registrar(F&A)
4. The Assistant Registrar(Estt.)
5. PS to Vice-Chancellor/Registrar/Finance Officer
6. Office Order File
7. Liaison Officer, OL for translation of the Office Order