

Subject: Reimbursement of expenditure incurred out of Pocket.

From

The Comptroller

Lala Lajpat Rai University of Veterinary & Animal Sciences

Hisar

To

All Deans/Directors/Officers/Heads of Departments/Offices

(Including outstations)

Lala Lajpat Rai University of Veterinary and Animal Sciences

Hisar

Memo No. CVU/LUVAS/IF/2021/6219-65

Dated: 12.02.2021

Sub: Reimbursement of expenditure incurred out of Pocket.

It has come to notice that some employees/teachers of the various Departments /Offices incur expenditure for making petty purchases, insurance and other expenditure out of pocket and thereafter submit the bills to the Deptt./Office for reimbursement. All the Offices/Deptts. have already been provided permanent advances for making payment for the petty and urgent requirements. As per the standing instructions, no expenditure is to be incurred out of pocket rather it should be met out of permanent advance available with the Deptt./Office. The practice of making payments out of pocket and then claiming the same in due course is an unhealthy one and is against the canons of financial propriety. This causes administrative inconvenience and it is also not desirable from the point of view of financial management. If the permanent advance is not sufficient to meet the requirement, then temporary advance may be drawn well in time to make such payments.

For smooth working of the University, all the offices/departments of the University is here by instructed not to incur any expenditure out of pocket. However, in exceptional and unforeseen circumstances permission of the Controlling Officer will be required only after giving full justification, before incurring any expenditure from own pocket.

This issues with the approval of the worthy Vice-Chancellor. The above instructions may be brought to the notice of all employees/teachers of the Departments/Offices working under your kind control for strict compliance.

Sd/-

Comptroller

Copy to:

1. Secretary to Vice-Chancellor, LUVAS, Hisar
 2. J.D. Audit, LUVAS, Hisar
 3. Dr. Neelesh Sindhu, Incharge, University website, LUVAS, Hisar for uploading on the website of LUVAS
 4. P.A. to Comptroller, LUVAS, Hisar
-