

MVGR College of Engineering (Autonomous)

Since 1997

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MVGR/Policy/Admn/FIN/2023/01



INSTITUTE POLICY

IMPRESS MONEY / PETTY CASH / CONTINGENCY CASH

In the institution, we have always had the provision of Contingency but it is probably now time to create a completely uniform and unambiguous scope of definition for the same for consistent implementation.

Definition:

- Contingency cash is not a separate account head in budgetary allocation.
- It is also referred to Impress Money or Petty Cash.
- Contingency Cash is cash up-to an entitled maximum kept handy with the "Expenditure Node" owner so as to use at his discretion for immediate expenditure to be booked later to budget allotted heads.
- Minimum of monthly or if usage of non-recouped contingency cash crosses 75% of the entitled maximum, should be presented against the appropriate expenditure budgeted heads to recoup the contingency cash spent.
- The expenditure budget heads that can be spent through contingency cash for a particular "Expenditure Node" is given below for each expenditure Node. Costs eventually bookable only against those heads should be spent through contingency.

Details of each Expenditure Node:

- Expenditure Node Type:** Program Department
Owner: Head of that Department
Contingency Limit: 10,000/-
Budget Heads Covered: Operational/Lab Consumables, Operational/Stationery, Operational/Office Maintenance, Operational/Hospitality, Student Support Extension/Invited Talks.
Comments: Maximum amount spent through contingency should never exceed whatever is allocated to the specific department under the above heads.

2. **Expenditure Node Type:** Non-program Department (Science & Humanities)
Owner: Head of that Department
Contingency Limit: 6,000/-
Budget Heads Covered: Operational/Lab Consumables, Operational/Stationery, Operational/Office Maintenance, Operational/Hospitality.
Comments: Maximum amount spent through contingency should never exceed whatever is allocated to the specific department under the above heads.
3. **Expenditure Node Type:** Hostels
Owner: Chief Warden
Contingency Limit: 20,000/-
Budget Heads Covered: Any hostel related emergency maintenance, critical student support.
4. **Expenditure Node Type:** e-Services
Owner: e-Services in-charge
Contingency Limit: 10,000/-
Budget Heads Covered: Infrastructure/Lab, Office Hardware Equipment.
Comments: Maximum amount spent through contingency should never exceed 40% of what is allocated to the above head.
5. **Expenditure Node Type:** e-PBX
Owner: e-PBX in-charge (ECE Department HOD)
Contingency Limit: 10,000/-
Budget Heads Covered: Infrastructure/Lab, Office Hardware Equipment.
Comments: Maximum amount spent through contingency should never exceed 30% of what is allocated to the above head.
6. **Expenditure Node Type:** Admin Office
Owner: Office Manager
Contingency Limit: 40,000/-

Budget Heads Covered: Operational/Hospitality, Operational/Office Maintenance, Operational/Office Consumables

Comments: Maximum amount spent through contingency should never exceed whatever is allocated to the specific department under the above heads.

7. **Expenditure Node Type:**

Exam Cell

Owner: Dean (Examinations)

Contingency Limit: 30,000/-

Budget Heads Covered: Any operational/maintenance head under Exam Cell Income/Budget Head

8. **Expenditure Node Type:**

Library

Owner: Librarian

Contingency Limit: 10,000/-

Budget Heads Covered: Infrastructure/Central Library/Maintenance

Comments: Maximum amount spent should not exceed 40,000/-.

9. **Expenditure Node Type:**

T & P

Owner: Dean (T & P)

Contingency Limit: 20,000/-

Budget Heads Covered: Any operational/maintenance head under T&P Income/Budget Head

10. **Expenditure Node Type:**

Maintenance (Electrical, Plumbing, Civil, Movement)

Owner: Dean (Infrastructure Maintenance)

Contingency Limit: 75,000/-

Budget Heads Covered: This should cover Electrical, plumbing, Civil and Movement and expenditure will eventually come under Infrastructure/Buildings/Maintenance, Infrastructure/Electrical/Maintenance, Infrastructure/Mechanical/Plumbing/Maintenance with movement also coming under civil maintenance.

Comments: It is suggested, the Dean (Infrastructure Maintenance) can use his discretion to further sub-allocate contingency to Electrical, Plumbing and Civil with

Electrical being with Dr. S. K. Sahu and Civil being with Dr. P. Sudheer as required.

11. Expenditure Node Type:

Student Support & Extension

Owner:

Dean (Student Affairs)

Contingency Limit:

25,000/-

Budget Heads Covered:

This should cover all Student Support Extension Heads.

Comments:

This includes Sports, Cultural Events, Annual Day and so on heads.

12. Expenditure Node Type:

Chief Admin

Owner:

Principal

Contingency Limit:

75,000/-

Budget Heads Covered:

Any head. Generic but mostly hospitality and other operational as required.

13. Expenditure Node Type:

Central Office (MANSAS)

Owner:

Sr. Assistant

Contingency Limit:

30,000/-

Budget Heads Covered:

Operational/Hospitality, Operational/Office Maintenance, Operational/Office Consumables

Comments:

Maximum amount spent through contingency should never exceed whatever is allocated to the specific department under the above heads.

14. Expenditure Node Type:

Chief Controller of Examinations

Owner:

Vice Principal (Academics)

Contingency Limit:

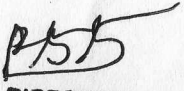
40,000/-

Budget Heads Covered:

Any operational/maintenance head under Exam Cell Income/Budget Head



By Order


DIRECTOR
MVGR College of Engineering (A)
VIZIANAGARAM-535 005