



**DHANAMANJURI UNIVERSITY
MANIPUR
(Finance Section)**

OFFICE MEMORANDUM

Imphal, the 23th September, 2025

Subject: Guidelines for Processing Advance/Reimbursement Payments for Academic Activities or Events and Administrative works

No. 4/3/2025/DMU/FS : With reference to the subject cited above and to ensure financial discipline, timely disbursement, and accountability, the following guidelines are hereby issued for processing **advance and reimbursement** claims related to academic activities (seminars, field visits, conferences, research projects, etc.) during the academic session.

A: General Instructions:

1. All advances or reimbursements related to events or activities will be processed only after obtaining prior administrative approval.
2. All advance and reimbursement claims pertaining to an academic session shall be submitted and processed within the same academic year. Claims submitted beyond this period shall not be entertained, and the associated budgetary provisions shall be deemed to have lapsed.
3. Original boarding passes, APR, original bills/vouchers with GST details (where applicable), etc., are mandatory.
4. A certified attendance list, report, and geotagged photos of the activity are mandatory.
5. No additional event advance shall be issued until the previously released fund has been fully reconciled.
6. Claims not conforming to these guidelines will be returned for rectification or may be rejected.
7. Payments exceeding ₹5,000/- to any vendor or supplier shall be made via digital payment mode.
8. All procurement activities shall comply with the relevant government regulations, as implemented by DMU's administration.

B: Advance Payment:

1. Submit a formal request with the following:
 - The Advance Request Letter must be endorsed by the HoD/Dean and countersigned with approval by the Registrar.
 - Detailed budget estimate with item-wise breakup.
2. All advances shall be reconciled within **15 days** of the completion of the activity.

C: Reimbursement Claims:

1. Claims must be submitted within **15 days** of the event's completion or expense incurred.

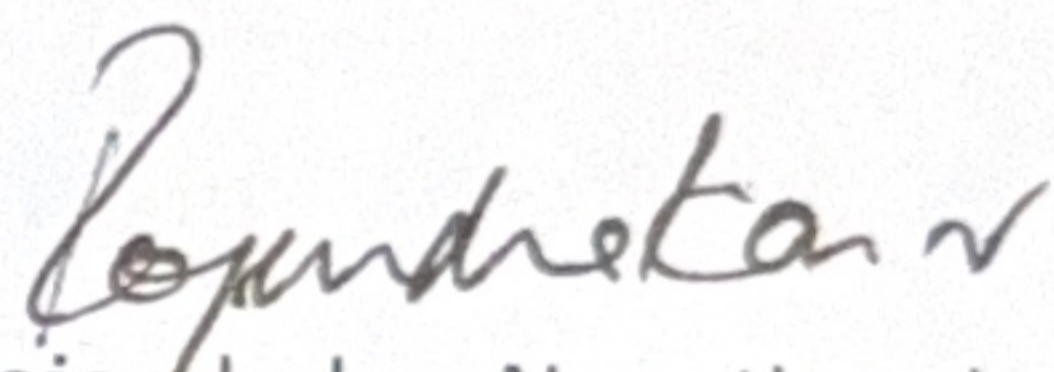
D: Adjustment Procedure:

1. Submit a Statement of Expenditure (SoE) with supporting original bills/vouchers (**as stated in General Instructions 3 and 4**).
2. Unspent balance, if any, must be refunded to the university immediately.

E: Verification & Payment:

- All documents shall be checked and verified by the Admin/Academic section and proceed for onward submission to the Finance Section.
- Payments shall be made via NEFT/RTGS after due diligence.

This is issued with the approval of the Competent Authority with immediate effect.


(Rojendrakar Nongthomba)
Finance Officer
Dhanamanjuri University

Memo: File No. 4/3/2025/DMU/FS

Imphal, the 23th September, 2025

Copy to:

1. P.S to Vice-Chancellor, DMU
2. P.S to Registrar, DMU
3. All Academic Deans, DMU
4. All HOD (P.G), DMU
5. Deputy Registrars/Controller of exam, DMU
6. Assistant Registrar/Controller of exam, DMU