

DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT CORPORATION LTD

OFFICE OF CHIEF ACCOUNTS OFFICER (HQ)

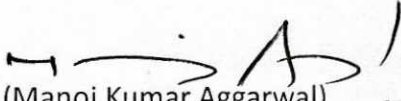
No. DSIIDC/CAO (HQ)/Imprest/2014-15 | 256

Dated: 08.12.2020

OFFICE ORDER

In partial modification to the Guidelines in force for sanction of permanent imprest/Imprest Advance vide Office Order Nos. DSIIDC/CAO(HQ)/imprest/2014-15 dated 29.09.2014 and DSIIDC/CAO(HQ)/imprest/2014-15 dated 20.11.2014(copies attached), the competent authority for sanction of such Permanent Imprest/Imprest Advance shall henceforth be ED and Director(Finance) in respect of respective divisions under their administrative control.

This issues with the approval of the Competent Authority.


(Manoj Kumar Aggarwal)
CAO (HQ)
08/11/2020

To

All concerned through website for necessary action.

Copy for information to:

1. PS to MD
2. PS to ED
3. PS to Dir(Finance)
- ✓ 4. DM (IT) to upload on website.

URGENT

Delhi State Industrial & Infrastructure Development Corporation Ltd.

F.No.DSIIDC/CAO (HQ)/Imprest /2014-15

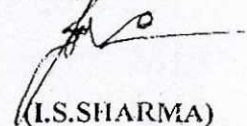
Dated: 29th Sept., 2014

OFFICE ORDER

The following guidelines have been laid down for sanction/utilization/recoupment & adjustment of the Permanent Advance/Imprest:-

- a) As far as possible, Permanent Advance/Imprest will not be sanctioned to officers below the level of Executive Engineer/Sr. Manager/DAO. Considering commercial nature of activities, for IMFL Division, a separate view may be taken in consultation of GM-II.
- b) There will not be more than one imprest in each of the non-Engineering Divisions/ Wings like IEM, Relocation, Recovery, GAD, Care-Taking, CAS, Commercial, Housing, CWC, Horticulture, Architecture, etc.
- c) The amount of permanent advance/imprest will be restricted to Rs. 5000/- with exceptions for GAD and Care-Taking where the permanent advance/imprest can be allowed upto Rs. 10000/-. In case of any particular assignment, advance of specific amount may be sanctioned with the approval of the Competent Authority.
- d) The permanent advance/imprest will be utilized strictly for meeting day to day contingent and emergent expenditure. Any expenditure on hospitality, entertainment, tea etc will not be allowed from the permanent advance/imprest.
- e) The permanent advance/imprest will be adjusted with the approval of Competent Authority. For this purpose, the Competent Authority is the ED, FA, GM or concerned Chief Engineer, as the case may be, in consultation of concerned CAO. The permanent advance/imprest needs to be finally settled before 31st March of each year i.e. should not be carried forward in next financial year. If required, a fresh permanent advance/imprest will be got sanctioned in next financial year.
- f) All the existing Imprest / Permanent advance will be got adjusted/settled by 15.10.2014 positively. Thereafter, on case to case basis, the Imprest /Permanent advance may be applied for with proper justification through concerned CE/CM, in consultation with their Associate Finance and concerned CAO, to the Executive Director for approval of the CMD.

This is issued with the prior approval of the competent authority,



(I.S.SHARMA)
CHIEF ACCOUNTS OFFICER (HQ)

Copy for information to:

1. PS to CMD,
2. PS to ED,
3. PS to FA,
4. PS to GM-I
5. PS to GM-II

Copy for necessary action to:

1. CE-I, /CE-II,
2. All S.Es
3. All CMs
4. All CAOs,
5. All DMs
- ✓ 6. DM(IT) to upload on website.

Uttar Pradesh State Industrial & Infrastructure Development Corporation Ltd.

NO.DSIIDC/CAO (HQ)/Imprest/2014-15

20th Nov. 2014

OFFICE ORDER (Modification)

Reference is invited to office order No.DSIIDC/CAO (HQ)/Imprest 2014-15 Dated 29th Sep 2014 wherein, it was ordered that Permanent Advance/ Imprest will not be sanctioned to officers below the level of Executive Engineer.

Now, as per 54th Weekly Review Meeting held on 3rd Nov. 2014 chaired by CMD it was decided, to release of Imprest Advance at the level of A.E/J.E.

Henceforth, Permanent Imprest Advance will be sanctioned in the name of AE/JE. However the other guidelines laid down in the said office order will remain unchanged.

(M.C.Jain)
(M.C.Jain)
Chief Accounts Officer (HQ)

To

- ✓ 1. Sh. Shashi Kant, CE-II, V & VI
2. Sh. Sunil Tyagi, CE-I, III & IV
3. Sh. Ajay Mittal, CE
4. DM(IT) to upload on website.

Copy for information to:

1. PS to CMD
2. PS to ED
3. PS to FA
4. PS to GM-I
5. PS to GM-II

circulate to sites

1. SEC (KBI)
2. SE (Energy)
3. SEC (IA) - IV
4. SEC (IA) - II
5. SE (ERT)

1307
26/11/14

*DSI/CAO
20/11/14*

*3480 / 2014
21/11/14*

S. E. (IA-I)
D. No. 2014
Date. 21/11/14
DSIIDC

876
21/11/14
D.SIIDC

copy to EE's & DAD (E)

1. EE (ADM)
 2. EE (ED-I)
 3. EE (DAD) / XEL
 4. DAD (E)
 5. DAD (IA)
- Place in the file*

*24/11/14
SERIALS
11/11*