

**DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEVELOPMENT
CORPORATION LTD.
N-36, Bombay Life Building, Connaught Circus, New Delhi
(GENERAL ADMINISTRATION DIVISION)**

No. DSIIDC/AK-011/294/2025-IEM-E-282250

Dated: - 12.11.2025

Office Order

The Competent Authority has approved Imprest/Permanent Advance of Rs. 5,000/- in respect of Sh. Samim Ahmad, Sr. Manager (IEM) (For FY 2025-2026) for meeting day to day contingent and routine/emergent expenditure for smooth functioning of various IEM Division.

The above approval of Imprest Advance is subject to following conditions:-

1. The permanent imprest shall be maintained in accordance with the rules & provision as per GFR-2017 and office order issued in this regard.
2. 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 advance.
3. The permanent advance/imprest will be adjusted with the approval of the Competent Authority i.e. ED, DSIIDC finally settled before 31st March of each year i.e. should not be carried forward in the next financial year. If required, a fresh Imprest advance will be got sanctioned in next financial year.
4. Periodical recoupment of imprest should be done with the prior approval of concerned Competent Authority (i.e. Divisional Head) and with concurrence of Associate Finance/CAO as per existing instruction/policy.
5. Expenditure should be reasonable and appropriate and each invoice should be counter signed by Divisional Head of the concerned division.
6. Imprest account should be closed at the end of financial year (Before 31.03.2026) or in case of transfer to other division.



(Kailash Sonwal)
DM (GAD)

To:-

1. Sh. Samim , Ahmad, Sr. Manager (IEM)
2. DM (IT) for uploading on website

Copy for information to:-

1. PS to Chairman, DSIIDC
2. PS to MD, DSIIDC
3. PS to ED, DSIIDC
4. PS to Dir. (Finance), DSIIDC

PS