

Delhi State Industrial & Infrastructure Development Corporation Ltd.

N-36, Bombay Life Building, Connaught Circus, New Delhi-110001

No.DSIIDC/GA/09/Consolidated/ Imprest/ 2024-25/980

Dated: 18.12.2024


Circular

The Competent Authority has approved Imprest/ Permanent Advance for meeting day to day contingent and emergent expenditure in respect of following division for the Financial Year 2024-25.

S.No.	Imprest Advance in the Name of Officials for FY 2024-2025	Imprest Advance Amount for FY 2024-2025 (Proposed Sanctioned)
1.	Sh. Shashwat Anand Gupta, Senior Manager (IEM)	Rs.5,000/-

The above approval of Imprest/ Permanent advance is subject to following conditions:-

- The permanent imprest shall be maintained in accordance with the rules & provisions as per GFR-2017.
- Periodical recoupment of imprest should be done with the prior approval of concerned Competent Authority and with concurrence of Associate Finance/ CAO as per existing instructions/ policy.
- Expenditure should be reasonable and appropriate and each invoice should be counter signed by Divisional Head of the concerned division.
- Imprest account should be closed at the end of financial year before 31.03.2025 or in case of transfer to other division.
- A certificate may also be furnished with reasons, in ace the stationery items available in GAD but purchased from the open market
- The expenses towards hospitality, entertainment, tea etc shall not be made from imprest account.


18/12/2024

(Rajendra)

Senior Manager (GAD)

To

All concerned

Copy to :

- P.S. to MD
- P.S. to ED / Director Finance
- CAO (HQ)
- DM (IT):- for uploading on website.