

**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/

Dated: 22.11.2024

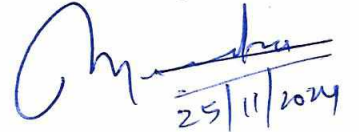
**Circular**

The Competent Authority has approved Imprest/ Permanent Advance for meeting day to day contingent and emergent expenditure in respect of following divisions 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. G. S. Nayak, Sr. Manager (RL)	5,000/-
2.	Sh. Atul Sharma, AEE (CD-04)	5,000/-
3.	Sh. Shree Gopal, EE (CD-14)	5,000/-
4.	Smt. Preet Kaur, PS to CM (IPD)	5,000/-
5.	Sh. Shyam Lal, AE (CD-13)	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.

  
25/11/2024

**(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.