

**Delhi State Industrial & Infrastructure Development Corporation Ltd.
N-36, Bombay Life Building, Connaught Circus, New Delhi-110001
(General Administrative Division)**

No.DSIIDC/ GA/09/Consolidated/Imprest Advance/E-205384/1023 Dated:- 28.04.2025

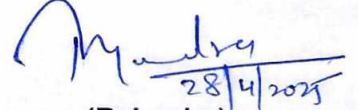
Circular

In accordance with office order No. F.No. DSIIDC/CAO (HQ)/Imprest/2014-15 dated 29.09.2014 (copy enclosed) all divisions of DSIIDC are requested to submit the request of Imprest advance for **financial year 2025-26** along with proper justification for expenditure to be incurred on day to day basis so that the consolidated proposal may be sent for approval of the Competent Authority.

The Division/Section, which have already taken the Imprest for the **financial year 2024-25**, are also directed to ensure that the adjustment had been made with the approval of the Competent Authority on or before 31.03.2025.

Imprest shall be allowed at the level of Senior Manager and equivalent.

Therefore, the Division/Section may ensure that the names of only Senior Manager and above level Officers as mentioned in the above referred office order be sent positively before 10th May, 2025.


28/4/2025

(Rajendra)

Senior Manager (GAD)

To,

1. DM, IT – for uploading circular on website.
2. All Division of DSIIDC – for providing necessary information.

Copy: - for information

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