

Delhi State Industrial & Infrastructure Development Corporation Ltd.
N-36, Bombay Life Building, Connaught Circus, New Delhi-110001

No.DSIIDC/GA/09/Consolidated/ Imprest Advance/751

Dated: 30.04.2024

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 2024-25 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 year 2023-24. are also directed to ensure that the adjustment has been made with the approval of the Competent Authority on or before 31.03.2024.

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

Therefore, the Division/Sections 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 10 May, 2024.


(Rajendra)

Senior Manager (GAD)

To

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

Copy to:

1. P.S. to MD
2. P.S. to ED

URGENT

epo (2)

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,
2. 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.

C/119

Jharkhand 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 A/E/J.E. However the other guidelines laid down in the said office order will remain unchanged.

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

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

Circular to all

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

1307
26/11/14

*85/CAO
20/11/14*

3480 / 2014
21 / 11 / 14
S.E. (IA-I)
D. No. ...
Date ...
DSIIDC

10:
876
21/11/14
D.S.I.I.D.C.

copy to E.E's & S.D.O's

- 1. EE (ADM)
- 2. EE (ED-I)
- 3. EE (ED-II)
- 4. D.A.O (IA)
- 5. Place ...

21/11/14
SECRETARY