

**GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
RAILWAY BOARD**

No. 2016/F(X)II/10/27

New Delhi, dated 10.04.2017

The General Managers,
All Indian Railways,
Including CLW, DLW, ICF, RCF & Rail Wheel Factory.
Metro Railway, Kolkata.

The General Manager (Const.),
N.F. Railway, Guwahati.

CAOs (Con), All Indian Railways (except NF Railway)

The Director General and Ex-Officio General manager, RDSO, Lucknow.
The General Manager,
Central Organisation for Rly. Electrification, Allahabad.

CAO, MTP/Mumbai.

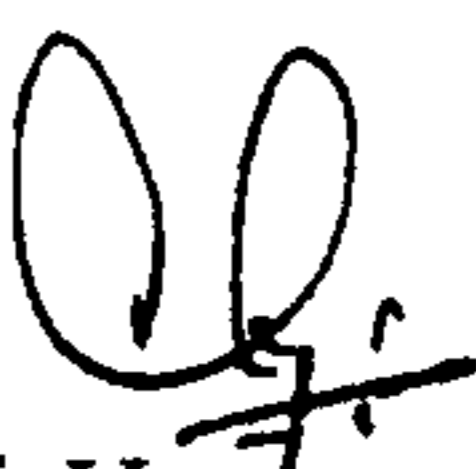
CAO/DLMW, Patiala and COFMOW, New Delhi.

Sub: Delegation of powers to General Managers to sanction Cash Imprests.

Ref: Board's letter No.F(X)II-2003/PW/9 dated 18.06.2004

Para 1050 of Indian Railway Finance Code, Volume-I may be amended as per enclosed Advance Correction Slip no 83.

2. Further, as already indicated in Para 1051, an imprest should be fixed in consultation with associate finance.
3. This disposes recommendation no.2.6.5 of Safety Task Force report.
4. Please acknowledge receipt.


(Niraj Kumar)
Director/Finance (Exp)-I
Railway Board.

Advance Correction Slip No 83.

Para 1050 of Indian Railways Finance Code Volume-I may be amended to read as under:-

1050 Cash Imprests:- An imprest is a standing advance of a fixed sum of money placed at the disposal of an individual to meet the following types of expenditure:-

- 1) Petty Office expenses.
- 2) Cost of raw materials for the diet of indoor patients of hospitals.
- 3) Emergent charges which cannot be foreseen.
- 4) Other petty expenses upto an amount of Rs.15,000/- in each case. Emergency petty advances may also be made on the responsibility of the imprest holder out of imprest money placed at his disposal.

A certificate to be recorded by the procuring official/imprest holder in the following format;-

“I,, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price.”

(Authority: No.2016/F(X)II/10/27 dated|004.2017)